TO: Heads of Federal Agencies

SUBJECT: Contract City-Pair Business-Class Air Accommodations

1. **What is the purpose of this bulletin?** This bulletin clarifies that the mandatory use of contract city-pair fares per Federal Travel Regulation (FTR) § 301-10.106 applies to all awarded contract city-pair fares, including both coach-class and business-class accommodations. If a Federal traveler is authorized to travel in business-class air accommodations, and a business-class fare has been awarded for the authorized route(s), the Federal traveler must use the contract city-pair business-class fare unless an exception to contract use applies per FTR § 301-10.107.

2. **What is the background of this bulletin?** FTR § 301-10.106 mandates the use of contract city-pair fares for scheduled air passenger transportation service on official Government travel. Contract city-pair fares are awarded by the U.S. General Services Administration (GSA) and identified using one of the following fare basis codes: business-class (_CB), coach-class capacity-controlled (_CA), and unrestricted coach-class contract fares (YCA). For official travel, both domestic and international, travelers must use coach-class accommodations, except as provided under FTR §§ 301-10.123 and 301-10.124. For information on awarded city-pair fares, including business-class fares, consult the City Pair Program (CPP) Search Tool on the GSA CPP website at https://cpsearch.fas.gsa.gov/cpsearch/search.do.

3. **Is there a requirement to use contract city-pair fares for business-class travel?** Yes, all Federal civilian employees of an agency as defined in FTR § 301-1.1 must use awarded contract city-pair fares for travel, including city-pair business-class fares when authorized pursuant to FTR §§ 301-10.123 and 301-10.124, unless the agency authorizes an exception to mandatory CPP contract fare use per FTR § 301-10.107. If the contract city-pair fare is not used when flying business-class, the traveler’s reimbursement will be limited to the actual costs incurred, not to exceed the maximum amount authorized had the traveler used the contract city-pair business-class fare.

4. **What is the effective date of this bulletin?** This bulletin is effective upon the date of publication.

5. **When does this bulletin expire?** This bulletin will remain in effect until explicitly cancelled or superseded.
6. **Whom should I call for further information?** For clarification of content, please contact Mr. Cy Greenidge, Office of Government-wide Policy, Office of Asset and Transportation Management, at (202) 219-2349 or by e-mail at travelpolicy@gsa.gov. Please cite GSA FTR Bulletin 18-08.

By delegation of the Administrator of General Services,

signed

Jessica Salmoiraghi
Associate Administrator
Office of Government-wide Policy