

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

September 6, 2018

Federal Travel Regulation
GSA Bulletin FTR 18-08

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 This bulletin will remain in effect until explicitly cancelled or superseded.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