

## PREMIUM TRAVEL

Subj: PREMIUM TRAVEL

Ref: (a) JTR Volume II Change 468  
(b) JTR Volume II C2000-A2c  
(c) JTR Volume II C2204-B3, B4, B5  
(d) JTR Volume II C2205-E

Encl: (1) Premium Class Travel Request  
(2) Premium Class Travel Certification for Disability or Special Needs

1. Purpose: To establish procedures and guidance for incidents of Premium Class Travel.
2. Procedures:
  - a. Requests for Premium Travel require enclosure (1) to be completed and forwarded to MSFSC TRAVEL attn: Travel Lead, 757-443-2164.
  - b. If Premium Travel Request is due to medical or disability needs, enclosure (2) must also be completed and forwarded to MSFSC Travel Staff.
  - c. MSFSC TRAVEL will advise requestor of approval/disapproval determination.
5. Questions may be forward to Travel Lead, 757-443-2157.
  - [Premium Travel Request](#)
  - [Premium Medical Travel document](#)