

Premium Class Travel Report

This file is a Microsoft Excel workbook composed of three worksheets (note the three tabs at the bottom of this worksheet). Use the second worksheet (PCTR) to compile premium class travel data for submission to GSA. The last worksheet provides reference values for certain fields on the PCTR data sheet. In order to use this template, you should first make a copy of this file and name it appropriately as to what the contents of the file will be (e.g., DOE_FY2011.xls). You should avoid special characters or spaces in the file name.

Next, on the PCTR sheet, you should enter data rows, conforming to the format defined, or paste data into the sheets from another source if possible. If you are pasting data from another document, you need to ensure that the values in the data sheet are all valid and contained in the attached Reference sheet where necessary. Where possible, fields that must contain exact values have been linked to the reference sheets to provide a drop-down list of values inside the spreadsheet cells. An example data row has been included in row 2 of the PCTR sheet to show what a row of valid data might look like.

When you see a small red triangle symbol in the corner of a column label cell you can place the cursor over that triangle to see embedded instructions or definition for the data element. Also, note that columns with labels presented in a **reddish color** are required fields, while those in **bold black** text are optional at this time.

Agency Trip ID	Traveler First Name	Traveler Middle Initial	Traveler Last Name	Origin	Destination	Travel Date	Exception Code	Purpose Code	Premium Fare	Coach Fare
2013-1	Mark		Johnson	Fairbanks, AK	New Orleans, LA	5/13/2013	F2	MSN	2378	748
2013-2	Mark		Johnson	New Orlean, LA	Fairbanks, AK	5/27/2013	F2	MSN	2378	748
2013-4	Daniel	M	Ashe	Washington, DC	Bangkok, Thailand	2/28/2013	B6	MSN	2655	923
2013-5	Daniel	M	Ashe	Bangkok, Thailand	Washington, DC	3/23/2013	B6	MSN	2655	1034
2013-6	Wendy		McCausland	Portland, OR	Singapore City, Sing	3/9/2013	B6	MSN	6558	1639
2013-7	Wendy		McCausland	Singapore City, Sing	Portland, OR	4/3/2013	B6	MSN	6696	1639
2013-8	William	C	Woody	Washington, DC	Bangkok, Thailand	2/28/2013	B6	MSN	4479	923
2013-9	William	C	Woody	Bangkok, Thailand	Washington, DC	3/15/2013	B6	MSN	4479	1034
2013-10	James	R	Gale	Washington, DC	Bangkok, Thailand	2/28/2013	B6	MSN	4479	923
2013-11	James	R	Gale	Bangkok, Thailand	Washington, DC	3/15/2013	B6	MSN	4479	1034
2013-12	Edward	J	Grace	Washington, DC	Bangkok, Thailand	2/28/2013	B6	MSN	4479	923
2013-13	Edward	J	Grace	Bangkok, Thailand	Washington, DC	3/15/2013	B6	MSN	4479	1034
2013-14	David	J	Hayes	Washington, DC	Arusha, Tanzania	1/30/2013	B6	MSN	5430	2340
2013-15	David	J	Hayes	Arusha, Tanzania	Washington, DC	1/30/2013	B6	MSN	7835	2733
2013-17	Than		Htay	Rangoon, Burma	New Orleans, LA	11/26/2012	B6	MSN	8247	3452
2013-18	Than		Htay	Washington, DC	Rangoon, Burma	12/3/2012	B6	MSN	6117	1758
2013-19	Aung		Myint	Rangoon, Burma	New Orleans, LA	11/26/2012	B6	MSN	8247	3452
2013-20	Aung		Myint	Washington, DC	Rangoon, Burma	12/3/2012	B6	MSN	6117	1758
2013-21	Jose	D	Urquiza Munoz	Iquitos, Peru	Merida, Mexico	11/12/2012	B6	MSN	924	920
2013-23	John	F	Paskievitch	Anchorage, AK	Saipan, Northern Ma	1/29/2013	B6	MSN	1947	1562
2013-24	John	A	Power	Anchorage, AK	Saipan, Northern Ma	2/5/2013	B6	MSN	1947	1562
2013-25	Sephanie	G	Prejean	Anchorage, AK	Saipan, Northern Ma	1/29/2013	B6	MSN	1947	1562
2013-26	John	F	Paskievitch	Saipan, Northern Ma	Anchorage, AK	2/13/2013	B6	MSN	1947	1562
2013-27	John	A	Power	Saipan, Northern Ma	Anchorage, AK	2/13/2013	B6	MSN	1947	1562
2013-28	Sephanie	G	Prejean	Saipan, Northern Ma	Anchorage, AK	2/13/2013	B6	MSN	1947	1562

This page displays lists of values that are the acceptable values for certain columns on the PCTR data worksheet. For the columns identified, only the values found below highlighted in yellow will be able to be accepted for this report.

Exception Code

F1	1st Class Air: No coach-class available
F2	1st Class Air: Accommodate medical disability
F3	1st Class Air: Exceptional security circumstances exist
F4	1st Class Air: Required because of agency mission
B1	Bus Class Air: Accommodate medical disability
B2	Bus Class Air: Exceptional security circumstances exist
B3	Bus Class Air: Inadequate sanitation/health standards
B4	Bus Class Air: Coach-class not scheduled regularly
B5	Bus Class Air: Non-Federal payment source
B6	Bus Class Air: OCONUS flight time exceeds 14 hours
B7	Bus Class Air: Results in overall cost savings
B8	Bus Class Air: No space available for urgent mission
B9	Bus Class Air: Required because of agency mission
T1	Other Than Coach Class Train: No coach-class available
T2	Other Than Coach Class Train: Accommodate medical disability
T3	Other Than Coach Class Train: Exceptional security circumstances exist
T4	Other Than Coach Class Train: Inadequate sanitation/health standards
T5	Other Than Coach Class Train: Required because agency mission
T6	Extra Fare Train: Advantageous to the government
T7	Extra Fare Train: Exceptional security circumstances exist
S1	Other Than Lowest Ship: Lowest first-class not available
S2	Other Than Lowest Ship: Accommodate medical disability
S3	Other Than Lowest Ship: Exceptional security circumstances exist
S4	Other Than Lowest Ship: Required because of my agency mission

Purpose Code

EMG	Employee Emergency: Travel related to an unexpected occurrence/event or injury/illness that affects the employee personally and/or directly that requires immediate action/attention. Examples: Traveler is incapacitated by illness or
MSN	Mission (Operational): Travel to a particular site in order to perform operational or managerial activities. Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Employee's day-to-day operational or managerial activities, as defined by the agency, to include, but not be limited to: hearings, site visit, information meeting, inspections, audits, investigations, and examinations.

SPC	Special Agency Mission: Travel to carry out a special agency mission and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and normally not programmed in the agency annual funding authorization. Examples: These agency-defined special missions may include details, security missions, and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.
CNF	Conference (Other Than Training): performed in connection with training. Consultation or exchange of information or discussion. Agencies to distinguish between conference and training attendance and use the appropriate identifier (see Training below). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor
TRN	Training: Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. 5 USC 4101(4) states that ``training' means the process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals." The term ``conference" may also apply to training activities that are considered to be conferences under 5 CFR 410.404, which states that ``agencies may sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when: (a) The announced purpose of the conference is educational or instructional; (b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in section 4101 of title 5, United States Code; (c) The content of the conference is germane to improving individual and/or organizational performance, and (d) Development benefits will be derived through the employee's attendance. "Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see Conference--Other Than Training above). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.
RLC	Relocation: Travel performed in connection with a transfer from one official duty station to another for employees/immediate family members, as applicable. Examples: Permanent change of station (PCS) moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home