



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

CMC-CL

23 Sep 04

WHITE LETTER NO. 05-04

From: Commandant of the Marine Corps  
To: All General Officers  
All Commanding Officers  
All Officers in Charge

Subj: PREMIUM CLASS TRAVEL

Ref: (a) Joint Federal Travel Regulation (JFTR)  
(b) Joint Travel Regulation (JTR)  
(c) DEPSECDEF memo dtd 19 Mar 04  
(d) SECNAV ltr of 5 May 04  
(e) CMC ltr dtd 13 May 04

1. The references require that all official travel by premium class (first class and business class) transportation be approved by designated senior officials, and set forth the circumstances under which such travel may be approved. I have delegated approval authority for all premium class travel to the Assistant Commandant.

2. Marine Corps personnel will strictly adhere to federal travel regulations. It is Government policy that coach (economy) class travel accommodations will be used for all transportation modes for all official government travel. Premium class (first class or business class) travel accommodations are the exception and will only be authorized for those situations set forth in references (a) and (b), and only when properly documented.

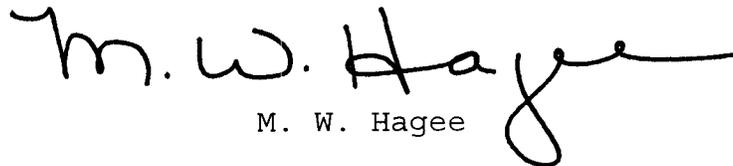
3. All premium class accommodations must be made and authorized in advance of the actual travel, unless extenuating circumstances or emergency situations make advance authorizations impossible. Failure to adhere to the advance notification or proper documentation procedures may result in the traveler being personally responsible for the excess cost of travel. Blanket justifications and authorizations for the use of premium class travel are prohibited.

4. A major change in policy is the justification required for premium class travel on flights over 14 hours. These flights do

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not automatically qualify for use of premium class travel; premium class travel is the exception, not the rule, for flights over 14 hours.

5. All requests for premium class travel, along with the required documentation, should be submitted to CMC (MPO) in a timely fashion. CMC (MPO) will forward requests to the Assistant Commandant via the Office of Counsel for the Commandant.

  
M. W. Hagee