

**GUIDELINES FOR COMPLETING REQUEST FOR PREMIUM CLASS TRAVEL FOR  
NON-FEDERAL REVIEWER**

It is recommended that requests for authorization for the use of premium class travel be made 4-6 weeks in advance of the travel date.

The non-federal reviewer **must** complete the following 2 steps to receive authorization:

1. Complete the “Request For Premium Class Common Carrier Travel Accommodations For Employees With Medical Conditions” form (see attachment below).
  - For CSR non-federal reviewer, submit the form to the SREA Office via email to [CSRSREAHelp@mail.nih.gov](mailto:CSRSREAHelp@mail.nih.gov).
  - For IC non-federal reviewer, please contact IC Scientific Review Officer or IC SREA POC Administrator.

The SREA Office or IC SREA POC Administrator will obtain Executive Officer approval signature and forward the form to Occupational Medical Services (OMS) on the reviewer’s behalf.

2. Submit medical documents supporting the request directly to OMS via fax or email to:

**Occupational Medical Services (OMS)**

Attention: Stacy Turay

Phone: 301-496-4411

Email: [stacy.turay@nih.gov](mailto:stacy.turay@nih.gov)

**Office of Management**

Phone: 301-496-3271

**NOTE:** Medical Record should send directly to OMS by the non-federal reviewer. Do not submit medical documents to the SREA Office, IC Scientific Review Officer or World Travel Service.

*The OMS physician reviewing the medical documents will determine the duration of authorization and upon final approval by the Office of Management. The SREA Office or IC SREA POC Administrator will send the approved request form via email to the reviewer and World Travel Service to establish travel reservations.*

Updated as of 4/12/16

## Request For Premium Class Common Carrier Travel Accommodations For Travelers With Medical Conditions

This form is to be completed and maintained in your IC travel files as support for a Travel Authorization prepared for a traveler who is not able to fly "Coach Class" due to a medical condition. While NIH policy doesn't permit the purchase of "First Class" tickets using appropriated funds for medical reasons, the purchase of "Business Class" and "Coach Plus" tickets is permitted based upon medical justification submitted and supported by NIH's Office of Occupational Medical Service (OMS). *An exception is made to the prohibition of not allowing "First Class" tickets when an airline flight only has two classes of accommodations, i.e., coach and a higher class which may be labeled as "First Class".* The definitions regarding types of cabin accommodations used in this form come from either the Federal Travel Regulations and/or the HHS Travel Manual.

If acceptance of payment for common carrier accommodations is from a non-federal source, i.e., sponsored travel, the non-federal source must make full payment in advance of the travel, either by an in-kind ticket or a check payable to the NIH. The latter requires a waiver form (NIH 2629-1) be submitted and approved by NIH's Senior Travel Official.

Approval travel accommodations will expire at six months, one year, or three years from date of approval, depending upon the documented need (See NIH Manual 1500 Chapter 13-00(D) (1)).

**PLEASE CHECK the requested accommodation** (Employee/Traveler required information):

- Premium Class  
Other Than First Class**      Any class of accommodations between coach-class and first-class, e.g., business-class.
  
- Coach Plus**      While still in the coach-class cabin, these seats provide certain benefits such as being located on an aisle, or in either a bulkhead or exit row. Airlines may describe these seats as "Coach Elite", "Preferred Coach" or some other similar identifier.

Employee's name/Traveler's Name <i>(please print)</i>	Institute/Center (IC)/Organization
Employee's NIH ID Number <i>(If Applicable)</i>	Trip start date
Purpose of trip	Trip destination
Employee's/Traveler's Signature	Date

**EXECUTIVE OFFICER**

IC Executive Officer's Signature	Date
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**OCCUPATIONAL MEDICAL SERVICE**

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**OMS Assessment**

The documentation submitted for review supports the request for a period of:

6 months

1 year

3 years

The documentation allowing for other than coach class travel is good for

Flights having duration, greater than three (3) hours

All flights regardless of flight duration

The documentation submitted for review while supporting "Premium Class" also indicates that "Coach Plus" should first be considered if available.

The documentation submitted for review does not support the request.

Date request form received by  
OMS

Date medical documentation  
received by OMS

Date forwarded to DDM

OMS Physician's Comments

Reviewing OMS Physician's Signature

Date

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**DEPUTY DIRECTOR FOR MANAGEMENT**

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DDM Determination:  Request approved  Request disapproved

DDM's Signature

Date