

Agency Trip ID	Traveler First Name	Traveler Middle Initial	Traveler Last Name	Origin	Destination	Travel Date	Exception Code	Purpose Code	Premium Fare	Coach Fare
SECU68000T2012UUU0001628	Ziven		Birdwell	Washington, DC	Nairobi, Kenya	7/20/2012	(b)(6)	MSN	5126	1590
SECU68000T2012UUU0001628	Ziven		Birdwell	Nairobi, Kenya	washington, DC	7/25/2012		MSN	5126	1590
SECU40000T2012UUU0002034	Fresch		Stacy	Arlington, VA	Hong Kong	8/24/2012		MSN	3842	711
SECU40000T2012UUU0002034	Fresch		Stacy	Hong Kong	Arlington, VA	9/4/2012		MSN	3842	711
SECU20000T2012UUU0000078-1	Gallagher		Daniel	Baltimore, MD	Hong Kong	4/22/2012		MSN	7336	711
SECU20000T2012UUU0000078-1	Gallagher		Daniel	Sydney, AUS	Baltimore, MD	5/3/2012		MSN	5716	833
SECU68000T2012UUU0001640-2	Geishecker		Timothy	Washington, DC	Nairobi, Kenya	7/20/2012		MSN	6248	1590
SECU68000T2012UUU0001640-2	Geishecker		Timothy	Nairobi, Kenya	washington, DC	8/2/2012		MSN	6248	1590
SECU24000T2012UUU0000052	James		Nigel	Washington, DC	Seoul, Korea	4/14/2012		MSN	5693	896
SECU24000T2012UUU0000052	James		Nigel	Seoul, Korea	washington, DC	4/19/2012		MSN	5693	896
SECU45000T2012UUU0000005	Lavdas		George	Washington, DC	Singapore	12/4/2011		MSN	6683	1778
SECU45000T2012UUU0000005	Lavdas		George	Singapore	washington, DC	12/9/2011		MSN	6683	1778
SECU45000T2012UUU0000315-1	McGowan		Thomas	Washington, DC	Hong Kong	1/17/2012		MSN	6583	711
SECU45000T2012UUU0000315-1	McGowan		Thomas	Hong Kong	washington, DC	1/21/2012		MSN	6583	711
SECU45000T2012UUU0000231-1	Mooney		Jeffery	Washington, DC	Tokyo, Japan	2/4/2012		MSN	4343	1160
SECU45000T2012UUU0000231-1	Mooney		Jeffery	Tokyo, Japan	washington, DC	2/7/2012		MSN	4343	1160
SECU68000T2012UUU0001632	Pan		Eric	Washington, DC	Nairobi, Kenya	7/20/2012		MSN	5126	1590
SECU68000T2012UUU0001632	Pan		Eric	Nairobi, Kenya	washington, DC	7/25/2012		MSN	5126	1590
SECU45000T2012UUU0000319	Roy		Randall	Washington, DC	washington, DC	2/6/2012		MSN	4239	1160
SECU45000T2012UUU0000319	Roy		Randall	Tokyo, Japan	Tokyo, Japan	2/10/2012		MSN	4239	1160
SECU68000T2012UUU0001654	Saulski		Paul	Washington, DC	Beijing, China	6/30/2012		MSN	5865	1201
SECU68000T2012UUU0001654	Saulski		Paul	Beijing, China	washington, DC	7/3/2012		MSN	5865	1201
SECU20000T2012UUU0001631-1	Schapiro		Mary	Washington, DC	Beijing, China	6/30/2012		MSN	5865	1201
SECU20000T2012UUU0001631-1	Schapiro		Mary	Beijing, China	washington, DC	7/3/2012		MSN	5865	1201
SECU42000T2012UUU0000016	Schock		Lori	Washington, DC	Goa, India	1/30/2012		CNF	5099	1
SECU42000T2012UUU0000016	Schock		Lori	Goa, India	washington, DC	2/8/2012		CNF	5099	1
SECU42000T2012UUU0001596	Schock		Lori	Washington, DC	Seoul, Korea	5/18/2012		CNF	3340	896
SECU42000T2012UUU0001596	Schock		Lori	Seoul, Korea	washington, DC	5/27/2012		CNF	3340	896
SECU68000T2012UUU0000017-1	Tafara		Ethiopsis	Washington, DC	Singapore	12/11/2011		MSN	6446	1778
SECU68000T2012UUU0000017-1	Tafara		Ethiopsis	Singapore	washington, DC	12/15/2011		MSN	6446	1778
	Walter		Elisse	Washington, DC	Tokyo, Japan	2/6/2012		MSN	6764	1160
	Walter		Elisse	Tokyo, Japan	washington, DC	2/10/2012		MSN	6764	1160

Agency Trip ID	Traveler First Name	Traveler Middle Initial	Traveler Last Name	Origin	Destination	Travel Date	Exception Code	Purpose Code	Premium Fare	Coach Fare
SECU47000T2013UUU0001781-2	Shawn		Davis	Washington, DC	Tokyo, Japan	3/23/2013	(b)(6)	MSN	4399	1160
SECU47000T2013UUU0001781-2	Shawn		Davis	Tokyo, Japan	washington, DC	3/30/2013		MSN	4399	1160
SECU05000T2012UUU0002296-1	Allison		Fakhoury	Chicago, IL	Hong Kong	10/14/2012		MSN	5799	1
SECU05000T2012UUU0002296-1	Allison		Fakhoury	Hong Kong	Chicago, IL	10/23/2012		MSN	5799	1
SECU68000T2013UUU0001695-1	Robert		Fisher	Washington, DC	Sydney, AUS	3/18/2013		MSN	7370	833
SECU68000T2013UUU0001695-1	Robert		Fisher	Sydney, AUS	washington, DC	3/23/2013		MSN	7370	833
SECU68000T2013UUU0001769-1	Robert		Fisher	Washington, DC	London, UK	5/12/2013		MSN	5200	456
SECU68000T2013UUU0001769-1	Robert		Fisher	Brussels, BEL	washington, DC	5/15/2013		MSN	5200	911
SECU68000T2013UUU0001774-1	Robert		Fisher	Washington, DC	Zurich, SWI	6/22/2013		MSN	5636	940
SECU68000T2013UUU0001774-1	Robert		Fisher	Zurich, SWI	washington, DC	6/25/2013		MSN	5636	940
SECU68000T2013UUU0001827	Robert		Fisher	Washington, DC	Frankfurt	9/10/2013		MSN	5263	855
SECU68000T2013UUU0001827	Robert		Fisher	Paris, FRA	washington, DC	9/21/2013		MSN	5263	599
SECU05000T2013UUU0001758-1	Jedediah		Forkner	Chicago, IL	Hong Kong	12/8/2012		MSN	6604	1
SECU05000T2013UUU0001758-1	Jedediah		Forkner	Hong Kong	Chicago, IL	12/19/2012		MSN	6604	1
SECU05000T2013UUU0001758-1	Kurt		Gresenz	Washington, DC	Mumbai	5/12/2013		MSN	5526	1
SECU05000T2013UUU0001758-1	Kurt		Gresenz	Mumbai	washington, DC	5/17/2013		MSN	5526	1
SECU05000T2012UUU0002299-1	Benjamin		Hanauer	Chicago, IL	Hong Kong	10/14/2012		MSN	5526	1
SECU05000T2012UUU0002299-1	Benjamin		Hanauer	Hong Kong	Chicago, IL	10/23/2012		MSN	5526	1
SECU05000T2012UUU0002298-1	Daniel		Hayes	Chicago, IL	Hong Kong	10/14/2012		MSN	5958	1
SECU05000T2012UUU0002298-1	Daniel		Hayes	Hong Kong	Chicago, IL	10/21/2012		MSN	5958	1
SECU05000T2013UUU0001831-1	Marlene		Key-Patterson	Chicago, IL	Chicago, IL	12/8/2012		MSN	6604	1
SECU05000T2013UUU0001831-1	Marlene		Key-Patterson	Hong Kong	Hong Kong	12/19/2012		MSN	6604	1
SECU05000T2013UUU0001756-1	Timothy		Leiman	Chicago, IL	Hong Kong	12/8/2012		MSN	6604	1
SECU05000T2013UUU0001756-1	Timothy		Leiman	Hong Kong	Chicago, IL	12/19/2012		MSN	6604	1
SECU47000T2013UUU0001782-2	Nicolardi		David	Washington, DC	Tokyo, Japan	3/23/2013		MSN	4399	1160
SECU47000T2013UUU0001782-2	Nicolardi		David	Tokyo, Japan	washington, DC	3/30/2013		MSN	4399	1160
SECU35000T2013UUU0001852-1	Robert		Porter	Washington, DC	Basel	9/11/2013		MSN	2242	1
SECU35000T2013UUU0001852-1	Robert		Porter	Basel	washington, DC	9/15/2013		MSN	2242	1
SECU45000T2013UUU0001852-1	Randall		Roy	Washington, DC	Taipei	3/17/2013		MSN	6626	1185
SECU45000T2013UUU0001852-1	Randall		Roy	Taipei	washington, DC	3/24/2013		MSN	6626	1185
SECU47000T2013UUU0001783-2	Michele		Wilham	Washington, DC	Tokyo, Japan	3/23/2013		MSN	4399	1160
SECU47000T2013UUU0001783-2	Michele		Wilham	Tokyo, Japan	washington, DC	3/30/2013		MSN	4399	1160

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.

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	<p>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</p>
TRN	<p>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.</p>
RLC	<p>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</p>