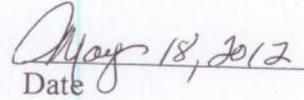
  
Approved for Release  
Mary C. Pleffner  
Director for Administrative Services

  
Date

DEPARTMENT OF COMMERCE (DOC)  
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION  
OFFICE OF ADMINISTRATIVE SERVICES

TRAVEL BULLETIN #05, FY12

**SUBJECT:** Extra-Fare Train Service

**EFFECTIVE DATE:** May 1, 2012

**EXPIRATION DATE:** Effective until canceled or superseded

**PURPOSE:** This bulletin serves to clarify DOC travel policy on the use of the AMTRAK Acela extra-fare train service.

**BACKGROUND:** The Federal Travel Regulations (FTR) §301-10.163, defines an extra-fare train as a train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops). Under this definition, AMTRAK Acela is considered an extra-fare train. The FTR allows for the use of extra-fare train service only when it has been determined to be advantageous to the Government or is required for security reasons.

**POLICY/PROCEDURES:** The use of AMTRAK's Acela extra-fare train service must be approved by the traveler's approving official on the travel authorization which must include specific justification to support the determination.

Approving officials must ensure authorizations without the appropriate supporting justification are not approved. Further, both travelers and their approving officials will be held accountable for appropriate use of the AMTRAK Acela extra-fare train service.

AMTRAK Acela offers two classes of service, business and first class. DOC considers business class travel on AMTRAK Acela equivalent to coach class because it is the lowest cost class of service on that train; it can be approved when it is determined that it is advantageous to the Government or is required for security reasons.

**APPROVALS:** Approval to utilize AMTRAK Acela's lowest class of service should be approved by the traveler's supervisor.

First class accommodations on AMTRAK Acela are considered premium class or other than coach-class travel and require the completion and approval of a CD-334, per DOC Travel Bulletins #12 and #14, FY11. Approvals of CD-334s for other than coach-class train travel for all DOC employees are as follows:

Chief Operating Officers or their CFOs or equivalent, with no authority to delegate further.

Travelers are financially responsible for excess costs incurred for using an extra-fare train if it was not specifically authorized or approved on their travel authorization or when used for personal preference or convenience.

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