TO ALL PUBLIC HEALTH SERVICE CONSULTANTS AND MEMBERS OF ADVISORY GROUPS

The Bureau of the Budget has requested all Departments and Agencies to inform travelers that less than first class airplane accommodations should be used whenever more economical transportation will serve the Government's needs adequately. Accordingly, I am bringing to your attention the policy adopted by the Department of Health, Education, and Welfare pursuant to this request.

Under the policy adopted by this Department, first class airplane accommodations are justified under any of the following circumstances:

1. If reservations are requested at least 24 hours prior to departure time and only first class accommodations can be obtained.

2. If less than first class requires circuitous routing.

3. If less than first class would require departure before 8 a.m. or arrival at destination after 9 p.m.

4. If less than first class would result in additional direct costs offsetting the transportation savings.

5. If less than first class will not make connections with other flights or means of transportation for continuation of the journey.

Although employees of this Department must submit justifications supporting use of first class airplane accommodations, this is not required of consultants and members of advisory groups.

March 5, 1963