

APPENDIX H

COMMERCIAL TRAVEL INFORMATION MANAGEMENT (CTIM) PREPARATION INSTRUCTIONS

A. COMMERCIAL TRAVEL OFFICE (CTO)

1. CTOs providing travel services under contract with the Government will provide management data on all air, rail, bus, rental vehicle, and hotel/motel arrangements provided by the Contractor in support of personnel performing official travel.
 - a. The Contractor will submit a consolidated file containing official travel data from each site listed under the contract/task order by the 15th calendar day of each month. The data provided will reflect the data for the previous month.
 - b. CTIM reporting is based on a monthly calendar period. Each monthly CTIM file will cover the activity ticketed and/or invoiced from the first calendar day of the calendar month through the last day of the calendar month.
 - c. The following convention will be used for naming the file:

CTIM_YY_MON_CTO_NAME.TXT
(YY is the 2-digit fiscal year/MON is the three character month)

Example (1): The file for activity ticketed and/or invoiced in September, 2013 would be named CTIM_13_SEP_CTO_NAME.TXT

Example (2): The file for activity ticketed and/or invoiced in October, 2013 would be named CTIM_14_OCT_CTO_NAME.TXT
 - d. The following reporting media are acceptable:
 - (1) Secure File Transfer Protocol (preferred method)
 - (2) Attachment to an Electronic Mail (e-mail) to ctim@dtmo.pentagon.mil.

To obtain instructions, username, and password for the Secure File Transfer Protocol method and for questions regarding formatting and transmissions, contact:
ctim@dtmo.pentagon.mil.
2. A minimum of one record for each Airline Reservation Code/International Air Transport Association (ARC/IATA) performing service under the contract/task order will be reported. If there was no activity on an ARC/IATA performing service under the contract/task order, a “no sales” record will be reported. A no sales record will consist of the Preparing Office (ARC/IATA number) and the ticket number field populated with the words NO SALES.

3. The Contractor will receive a monthly File Processing Report (FPR). The FPR will provide details regarding the submission of CTIM data to include the date the data was received by the Defense Travel Management Office (DTMO), the number of records submitted, and the number of records with errors.
 - a. The FPRs will be sent via e-mail to the person(s) designated by the Contractor.
 - b. If the FPR reflects data errors, the Contractor will access the “File Processing Report” folder which is located on the Secure File Transfer Protocol site to obtain details regarding the files in error. The FPR folder will contain at a minimum:
 - (1) A file named records.txt, which will contain the records in error
 - (2) A file named issues.xls, which itemized the specific error(s) found on each rejected record.
 - c. The Contractor will correct the records in error and submit the corrected records to the DTMO within seven business days of receipt of the FPR.
 - d. The Contractor will only send the records requiring corrections; not the entire file.
 - e. The Contractor will name the resubmission files similarly to the original file; however, a resubmission sequence count will be added to the end of the file name. For example:

The submission file for activity ticketed and/or invoiced in December, 2013 would be named; CTIM_14_DEC_CTO_NAME.TXT

If the Contractor receives 100 rejected records in their FPR and is able to immediately correct 75 records, the Contractor will send the 75 corrected records under the file name: CTIM_14_DEC_CTO_NAME_1.TXT

If the Contractor later corrects the remaining 25 error records, the Contractor will send the 25 corrected records under the file name: CTIM_14_DEC_CTO_NAME_2.TXT.

The Contractor will not be limited to a specific number of supplemental file submissions

B. DTMO CONTRACTING OFFICER REPRESENTATIVE (COR)

The DTMO COR will monitor and report Contractor compliance regarding the delivery and accuracy of CTIM data.

C. PASSENGER MOVEMENTS

1. The following data on official Government air, rail, and bus travel will be provided to the DTMO in a single file.
 - a. One record will be generated for each official (Department of Defense [DCoD]) trip segment. All segments contained in a Passenger Name Record (PNR) will be submitted.
 - b. Voided segments/tickets will be reported with the Payment Method “VD”.
 - c. When an itinerary contains segments that are connections only, but the fare basis is constructed using multiple segments, an “X” will be entered in the Connection Indicator field of segments where the destination city on the segment is a connection. An “O” will be placed in the Connection Indicator field of the destination segment.
 - (1) Connecting segments with an X in the Connection Designation field should have “0.00” (zero) in the cost field.

- d. Transaction fees will be reported in the first segment of the reported trip to which the fee applies.
 - e. Consolidated files will be generated by ticketing/invoicing date; not by booking or travel date.
 - f. The total cost of the associated fare basis (exclusive of taxes) will be placed in the cost field of the last segment used to construct the fare.
 - g. The associated flight number of each air/rail segment will be included.
 - h. Group movements arranged by CTOs will be reported.
 - i. Reason codes (codes used to identify why a particular action was or was not taken) will be entered on the segment to which the reason applies. For example, if a trip consists of two legs, the first one on a contracted city pair and the second on business class, the reason code for use of premium class travel would be entered on the second leg only. All reason codes will be applied at the itinerary leg level.
2. If the ticket being reported is an exchange ticket
 - a. Report the value of the old (exchanged) coupons as refunds in the CTIM monthly file.
 - b. Report the full segment values of the new ticket. This value includes the value of the exchanged coupon(s); not the difference between the old ticket and the new.

Field	Position	Length	Field Name/Description																																															
1	1 – 8	8	<p><u>PREPARING OFFICE</u> Enter the eight-digit IATA code of the ticketing office.</p> <ol style="list-style-type: none"> 1. Enter all eight characters. 2. If any of the first characters are zero, enter zeros; do not leave blank. <p>EXAMPLES:</p> <ol style="list-style-type: none"> 1. 12 34567-8 will be entered as 12345678 2. 01 23456-7 will be entered as 01234567 																																															
2	9 – 12	4	<p><u>NUMBER OF PASSENGERS</u> Enter the total number of passengers traveling on each ticket/Transportation Request in the first segment record.</p> <ol style="list-style-type: none"> 1. The purpose of this field is to track the overall number of travelers. <ol style="list-style-type: none"> a. If a travel order has five travelers, and one travel document is issued (i.e., ticket, Miscellaneous Charge Order (MCO), prepaid) the number entered would be 0005. b. If a travel order has five travelers, and five travel documents are issued (i.e., tickets, MCOs, prepaids) the number entered for each document would be 0001. 2. Front fill the number with zeros 3. Enter the number of passengers on the first segment of the transaction only 4. Zero fill field on second and subsequent segments 																																															
3	13 – 20	8	<p><u>TRANSPORTATION CHARGES (DOLLARS)</u> Enter the charge (base fare excluding taxes and miscellaneous charges) for each segment of travel reported. Enter the amount in dollars and two decimal places for cents. Right justify.</p> <ol style="list-style-type: none"> 1. Enter the fare on the segment where the fare breaks 2. Do not use a negative indicator, such as “R” or “-”. Refunds are identified when the Refund Date field is filled. 3. Front fill with zeros <p>EXAMPLE – AIR TRANSACTION: IAD through ORD through DIA to LAX and return</p> <ol style="list-style-type: none"> 1. Fare @ 500.00 each way 2. PFCs @ 3.00 each segment 3. Air Tax @ 10%, or 50.00 each way <p>Listed in six records. X indicates connection, O indicates destination</p> <table border="1"> <thead> <tr> <th>Origin</th> <th>X/O</th> <th>Destination</th> <th>Trans. Charges</th> <th>Tax/Misc #</th> </tr> </thead> <tbody> <tr> <td>IAD</td> <td>X</td> <td>ORD</td> <td>00000.00</td> <td>0000.00</td> </tr> <tr> <td>ORD</td> <td>X</td> <td>DIA</td> <td>00000.00</td> <td>0000.00</td> </tr> <tr> <td>DIA</td> <td>O</td> <td>LAX</td> <td>00500.00</td> <td>0000.00</td> </tr> <tr> <td>LAX</td> <td>X</td> <td>DIA</td> <td>00000.00</td> <td>0000.00</td> </tr> <tr> <td>DIA</td> <td>X</td> <td>ORD</td> <td>00000.00</td> <td>0000.00</td> </tr> <tr> <td>ORD</td> <td>O</td> <td>IAD</td> <td>00500.00</td> <td>0118.00</td> </tr> </tbody> </table> <p>EXAMPLE - BUS/RAIL TRANSACTION: Washington, Union Station to Wilmington, DE and return</p> <ol style="list-style-type: none"> 1. Fare @ 95.00 each way 2. Tax @ 5%, or 4.75 each way <p>Listed in two records</p> <table border="1"> <thead> <tr> <th>Origin</th> <th>Destination</th> <th>Trans. Charges</th> <th>Tax/Misc #</th> </tr> </thead> <tbody> <tr> <td>WAS</td> <td>WIL</td> <td>00095.00</td> <td>0000.00</td> </tr> <tr> <td>WIL</td> <td>WAS</td> <td>00095.00</td> <td>0009.50</td> </tr> </tbody> </table>	Origin	X/O	Destination	Trans. Charges	Tax/Misc #	IAD	X	ORD	00000.00	0000.00	ORD	X	DIA	00000.00	0000.00	DIA	O	LAX	00500.00	0000.00	LAX	X	DIA	00000.00	0000.00	DIA	X	ORD	00000.00	0000.00	ORD	O	IAD	00500.00	0118.00	Origin	Destination	Trans. Charges	Tax/Misc #	WAS	WIL	00095.00	0000.00	WIL	WAS	00095.00	0009.50
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4	21 – 27	7	<p><u>TAXES AND MISCELLANEOUS CHARGES (DOLLARS)</u></p> <p>Enter the total taxes and other miscellaneous charges for the trip in the last segment of the trip reported. The charge must include the following:</p> <ol style="list-style-type: none"> 1. Federal United States (US) transportation tax. 2. US international departure tax per passenger if the origin is a continental US point, Alaska or Hawaii and the destination is an international point. 3. Any other miscellaneous charges (e.g., PFC, XT, ZP) applicable to the trip ticket, excluding CTO transaction fees <p>Enter the total taxes only once, on the last segment of the transaction. Do not use a negative indicator, such as “R” or “-“. Refunds are Identified when the Refund Date field is filled. Front fill with zeros</p> <p>EXAMPLE – AIR TRANSACTION: IAD through ORD through DIA to LAX and return</p> <ol style="list-style-type: none"> 1. Fare @ 500.00 each way 2. PFCs @ 3.00 each segment 3. Air Tax @ 10%, or 50.00 each way <p>Listed in six records. X indicates connection, O indicates destination.</p> <table border="1"> <thead> <tr> <th>Origin</th> <th>X/O</th> <th>Destination</th> <th>Trans. Charges</th> <th>Tax/Misc #</th> </tr> </thead> <tbody> <tr> <td>IAD</td> <td>X</td> <td>ORD</td> <td>00000.00</td> <td>0000.00</td> </tr> <tr> <td>ORD</td> <td>X</td> <td>DIA</td> <td>00000.00</td> <td>0000.00</td> </tr> <tr> <td>DIA</td> <td>O</td> <td>LAX</td> <td>00500.00</td> <td>0000.00</td> </tr> <tr> <td>LAX</td> <td>X</td> <td>DIA</td> <td>00000.00</td> <td>0000.00</td> </tr> <tr> <td>DIA</td> <td>X</td> <td>ORD</td> <td>00000.00</td> <td>0000.00</td> </tr> <tr> <td>ORD</td> <td>O</td> <td>IAD</td> <td>00500.00</td> <td>0118.00</td> </tr> </tbody> </table> <p>EXAMPLE - BUS/RAIL TRANSACTION: Washington, Union Station to Wilmington, DE and return</p> <ol style="list-style-type: none"> 1. Fare @ 95.00 each way 2. Tax @ 5%, or 4.75 each way <p>Listed in two records</p> <table border="1"> <thead> <tr> <th>Origin</th> <th>Destination</th> <th>Trans. Charges</th> <th>Tax/Misc #</th> </tr> </thead> <tbody> <tr> <td>WAS</td> <td>WIL</td> <td>00095.00</td> <td>0000.00</td> </tr> <tr> <td>WIL</td> <td>WAS</td> <td>00095.00</td> <td>0009.50</td> </tr> </tbody> </table>	Origin	X/O	Destination	Trans. Charges	Tax/Misc #	IAD	X	ORD	00000.00	0000.00	ORD	X	DIA	00000.00	0000.00	DIA	O	LAX	00500.00	0000.00	LAX	X	DIA	00000.00	0000.00	DIA	X	ORD	00000.00	0000.00	ORD	O	IAD	00500.00	0118.00	Origin	Destination	Trans. Charges	Tax/Misc #	WAS	WIL	00095.00	0000.00	WIL	WAS	00095.00	0009.50
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5	28	1	<p><u>MODE OF TRAVEL</u></p> <p>Enter alpha code from the list below to indicate the mode of travel.</p> <ul style="list-style-type: none"> “A” to indicate air travel “B” to indicate bus travel “R” to indicate rail travel “W” to indicate water travel (cruise/ferry/water taxi) “O” to indicate a record without associated air, bus, rail or water travel (i.e.; car only, hotel only, transaction fee only) 																																															
6	29 - 31	3	<p><u>ORIGIN AIRPORT/RAIL STATION CODE</u></p> <p>Enter the three-letter airport code indicated on the PNR. Standard airport codes are contained in the Global Distribution Systems (GDS) and the North American and International Editions of the Official Airline Guide (OAG).</p> <p>For rail moves, rail station code may be entered.</p> <p>Origin Airport/Rail Station Code may not equal Destination Airport/Rail Code.</p>																																															

Field	Position	Length	Field Name/Description
7	32 – 51	20	<p><u>ORIGIN CITY</u></p> <p>For other than air segments - Enter origin city using the spelling as shown in reservation system. Left justify. Use complete city and spaces to complete the field if name is short; enter first 20 letters if city name is long.</p> <p>If air or rail station code used in Origin Air/Rail Station Code, this field may be left blank.</p>
8	52 – 53	2	<p><u>ORIGIN STATE</u></p> <p>If city name is used in preceding field, enter numeric code for state or alpha code for country (See Figure H-1 for codes).</p> <p>If air or rail station code used in Origin Air/Rail Station Code, this field may be left blank.</p>
9	54 – 56	3	<p><u>DESTINATION AIRPORT/RAIL STATION CODE</u></p> <p>Enter the three-letter airport code indicated on the PNR. Standard airport codes are contained in the Global Distribution Systems (GDS) and the North American and International Editions of the Official Airline Guide (OAG).</p> <p>For rail moves, rail station code may be entered.</p> <p>Destination Airport/Rail Station Code may not equal Origin Airport/Rail Code.</p>
10	57 – 76	20	<p><u>DESTINATION CITY</u></p> <p>Enter destination city using spelling as shown in reservation system. Left justify. Use complete city and spaces to complete the field if name is short; enter first 20 letters if city name is long.</p> <p>If air or rail station code used in Destination Air/Rail Station Code, this field may be left blank.</p>
11	77 – 78	2	<p><u>DESTINATION STATE</u></p> <p>If city name is used in preceding field, enter numeric code for state or Alpha code for country (See Figure H-1 for codes).</p> <p>If air or rail station code used in Destination Air/Rail Station Code, this field may be left blank.</p>
12	79 – 85	7	<p><u>FARE BASIS</u></p> <p>If air or rail travel, enter the complete fare basis code. If fewer than seven characters, left justify entry and leave remaining positions blank.</p> <p>** EXAMPLE: YE46__ _</p> <p>1. Enter full fare basis code.</p>
13	86 – 89	4	<p><u>AIR/RAIL/BUS CARRIER</u></p> <p>Enter air/rail carrier code from the ticket record. Standard carrier codes are contained in the North American and International Editions of the OAG. Left justify and leave remaining positions blank.</p> <p>1. Enter carrier booked for flight on segment</p> <p>2. Enter the two-alpha code.</p> <p>EXAMPLE:</p> <p>Flight is booked and sold on a code share as airline YY flight 4567. In this field fill in the carrier as booked, YY.</p> <p>Bus Carrier:</p> <p>Enter Standard Carrier Alpha Code (SCAC) from the ticket record. SCAC codes are contained in the Directory of Standard Multi-Modal Carrier and Tariff Agents Codes.</p>
14	90 – 93	4	<p><u>FLIGHT NUMBER</u></p> <p>Enter flight number from the PNR. Left justify and leave remaining positions blank. If rail, enter rail number. If non-air and no flight or rail number available, leave blank.</p> <p>EXAMPLE:</p> <p>Flight is booked and sold on a code share as airline YY flight 4567. In this field, fill in the flight as booked, 4567.</p>
15	94 - 100	7	<p><u>TRANSACTION FEE COST (DOLLARS)</u></p> <p>Enter the total transaction fees for the trip in the first segment of the trip reported.</p> <p>Enter transaction fee amount charged for the ticket on this record in the 0000.00 format.</p>

Field	Position	Length	Field Name/Description																																										
16	101	1	<p>TRANSACTION FEE TYPE Enter alpha code from the table below to indicate transaction fee type. Enter the transaction fee code for the trip in the first segment of the trip reported.</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>E</td> <td>Self Booked (e.g., DTS)</td> </tr> <tr> <td>B</td> <td>Full Service (e.g., DTS Touch (Small Business Contracts Only))</td> </tr> <tr> <td>F</td> <td>Full Service (e.g., CTO Assist (Worldwide CTO Task Orders)/Traditional (Small Business Contracts))</td> </tr> </tbody> </table>	Type	Description	E	Self Booked (e.g., DTS)	B	Full Service (e.g., DTS Touch (Small Business Contracts Only))	F	Full Service (e.g., CTO Assist (Worldwide CTO Task Orders)/Traditional (Small Business Contracts))																																		
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17	102 – 114	13	<p>TICKET NUMBER Enter the ticket number under which travel occurred. Also, enter the ticket number in succeeding segment records. If the ticket is an exchange ticket, enter the new ticket number.</p> <ol style="list-style-type: none"> Includes three-digit validating (plating) airline code in positions 102 - 104 If airline code begins with zero(s), enter zero(s) Includes ten-digit GDS-generated ticket number or airline-issued document number in positions 105 - 114. If GDS-generated ticket number or airline-issued document number does not contain 10 characters, front fill the first characters of the 10 digits with zero. If ticket is conjunctive ticket, enter the ticket number on the first ticket on all segments If record is for a refund, enter the ticket number the original sale was recorded under; if a conjunctive ticket, enter refund under the first ticket number of the conjunction sequence, regardless of which ticket/coupons are being refunded. If there is no ticket number, enter the record locator code (AKA PNR or PNR Code), left justify and leave the remaining positions blank. (e.g., ABC123) <p>EXAMPLES: American Airlines (AA) validated ticket 1234567890 will be entered as 0011234567890 Conjunctive tickets 1234567895/896 validated on United Airlines will be entered as follows:</p> <table border="1"> <thead> <tr> <th>From</th> <th>O/X</th> <th>To</th> <th>Ticket # As Printed on Ticket (With Conjunctive Ticket Number Change)</th> <th>Ticket # As Reported in CTIM</th> <th>Segment Sequence Designator</th> </tr> </thead> <tbody> <tr> <td>IAD</td> <td>(X)</td> <td>ORD</td> <td>0161234567895</td> <td>0161234567895</td> <td>A</td> </tr> <tr> <td>ORD</td> <td>(O)</td> <td>SFO</td> <td>0161234567895</td> <td>0161234567895</td> <td>B</td> </tr> <tr> <td>SFO</td> <td>(X)</td> <td>HNL</td> <td>0161234567895</td> <td>0161234567895</td> <td>C</td> </tr> <tr> <td>HNL</td> <td>(O)</td> <td>GUM</td> <td>0161234567895</td> <td>0161234567895</td> <td>D</td> </tr> <tr> <td>GUM</td> <td>(O)</td> <td>TOY</td> <td>0161234567896</td> <td>0161234567895</td> <td>E</td> </tr> <tr> <td>TOY</td> <td>(O)</td> <td>IAD</td> <td>0161234567896</td> <td>0161234567895</td> <td>F</td> </tr> </tbody> </table>	From	O/X	To	Ticket # As Printed on Ticket (With Conjunctive Ticket Number Change)	Ticket # As Reported in CTIM	Segment Sequence Designator	IAD	(X)	ORD	0161234567895	0161234567895	A	ORD	(O)	SFO	0161234567895	0161234567895	B	SFO	(X)	HNL	0161234567895	0161234567895	C	HNL	(O)	GUM	0161234567895	0161234567895	D	GUM	(O)	TOY	0161234567896	0161234567895	E	TOY	(O)	IAD	0161234567896	0161234567895	F
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18	115	1	<p>ROUND TRIP INDICATOR For round-trip tickets, enter "R" in the outward destination record.</p> <table border="1"> <thead> <tr> <th>Direction</th> <th>Routing</th> <th>Connection</th> <th>Round Trip Indicator</th> </tr> </thead> <tbody> <tr> <td>Outbound</td> <td>JAX – ATL</td> <td>X</td> <td></td> </tr> <tr> <td>Outbound</td> <td>ATL – DCA</td> <td>O</td> <td>R</td> </tr> <tr> <td>Return</td> <td>DCA – ATL</td> <td>X</td> <td></td> </tr> <tr> <td>Return</td> <td>ATL – JAX</td> <td>O</td> <td></td> </tr> </tbody> </table>	Direction	Routing	Connection	Round Trip Indicator	Outbound	JAX – ATL	X		Outbound	ATL – DCA	O	R	Return	DCA – ATL	X		Return	ATL – JAX	O																							
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19	116 – 121	6	<p><u>CAR RENTAL RATE (DOLLARS)</u> Enter daily rate charged in dollars and cents. Leave blank if no rental arrangement was made. Right justify.</p> <ol style="list-style-type: none"> 1. Enter daily rate. 2. If rate booked is other than daily, divide periodic rate by number of days in rental period to obtain a daily rate equivalent. <p>EXAMPLE: A weekly rate of 100.00 would be calculated as $100.00 \div 7$, or 14.29. This field would be filled with 014.29.</p>																																				
20	122 – 124	3	<p><u>CAR RENTAL PICKUP LOCATION</u> Enter three-letter airport code for car rental pick location. If pickup location is not an airport, enter the three-letter airport code of nearest airport for car rental pickup location.</p>																																				
21	125 – 126	2	<p><u>CAR RENTAL COMPANY</u> Enter two-position code for car rental company.</p>																																				
22	127	1	<p><u>TYPE VEHICLE</u> Enter alpha character code from the table below to indicate the type of vehicle. :</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Type Vehicle</th> </tr> </thead> <tbody> <tr><td>M</td><td>Mini</td></tr> <tr><td>N</td><td>Mini Elite</td></tr> <tr><td>E</td><td>Economy</td></tr> <tr><td>H</td><td>Economy Elite</td></tr> <tr><td>C</td><td>Compact</td></tr> <tr><td>D</td><td>Compact Elite</td></tr> <tr><td>I</td><td>Intermediate</td></tr> <tr><td>J</td><td>Intermediate Elite</td></tr> <tr><td>K</td><td>Standard</td></tr> <tr><td>R</td><td>Standard Elite</td></tr> <tr><td>F</td><td>Full Size</td></tr> <tr><td>G</td><td>Full Size Elite</td></tr> <tr><td>P</td><td>Premium</td></tr> <tr><td>U</td><td>Premium Elite</td></tr> <tr><td>L</td><td>Luxury</td></tr> <tr><td>W</td><td>Luxury Elite</td></tr> <tr><td>Y</td><td>Oversize</td></tr> </tbody> </table>	Code	Type Vehicle	M	Mini	N	Mini Elite	E	Economy	H	Economy Elite	C	Compact	D	Compact Elite	I	Intermediate	J	Intermediate Elite	K	Standard	R	Standard Elite	F	Full Size	G	Full Size Elite	P	Premium	U	Premium Elite	L	Luxury	W	Luxury Elite	Y	Oversize
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Y	Oversize																																						

Field	Position	Length	Field Name/Description																
23	128	1	<p><u>SEGMENT SEQUENCE DESIGNATOR</u> Enter alpha character to designate the order of each trip segment.</p> <ol style="list-style-type: none"> 1. If record(s) are for refunds, use the segment sequence designator attached to the segment(s) as originally reported on the sale 2. If sale and refund of ticket occur on the same reporting period, all the sale segments will be listed and all the refunded segments will be listed. 3. On all sales and on full refunds, segment indicators will begin with an A and continue in an unbroken sequence through the remaining segments. <p>EXAMPLE: <u>Sale of transaction</u> Segments Segment Indicator IAD (X) DFW A DFW (O) LAX B LAX (O) IAD C</p> <p><u>Refund of return segment (LAX to DCA)</u> LAX (O) IAD C</p>																
24	129	1	<p><u>DOD COMPONENT</u> Enter alpha code from the table below to indicate traveler's DoD Component.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>DoD Component</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Department of the Army</td> </tr> <tr> <td>C</td> <td>Coast Guard</td> </tr> <tr> <td>F</td> <td>Department of the Air Force</td> </tr> <tr> <td>J</td> <td>Joint Staff/Command</td> </tr> <tr> <td>N</td> <td>Department of the Navy</td> </tr> <tr> <td>M</td> <td>United States Marine Corps</td> </tr> <tr> <td>X</td> <td>Other DoD Components</td> </tr> </tbody> </table>	Code	DoD Component	A	Department of the Army	C	Coast Guard	F	Department of the Air Force	J	Joint Staff/Command	N	Department of the Navy	M	United States Marine Corps	X	Other DoD Components
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X	Other DoD Components																		
25	130	1	<p><u>HOTEL RESERVATIONS</u> Enter the number of travelers included in this record if a hotel reservation was made.</p> <ol style="list-style-type: none"> 1. If the transaction has multiple hotel segments, list each hotel segment's data on the row of data containing the related departure and destination record. <p>EXAMPLE: Hotel rooms booked in Atlanta and in Washington, DC.</p> <table border="1"> <thead> <tr> <th>Origin – Destination</th> <th>Hotel Segment Recorded</th> </tr> </thead> <tbody> <tr> <td>JAX – ATL</td> <td>Record ATL hotel segment</td> </tr> <tr> <td>ATL – IAD</td> <td>Record IAD hotel segment</td> </tr> <tr> <td>IAD - JAX</td> <td></td> </tr> </tbody> </table>	Origin – Destination	Hotel Segment Recorded	JAX – ATL	Record ATL hotel segment	ATL – IAD	Record IAD hotel segment	IAD - JAX									
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IAD - JAX																			
26	131 - 133	3	<p><u>HOTEL/MOTEL CITY CODE</u> Enter three-letter airport code or, if mode is rail, use rail station code.</p> <ol style="list-style-type: none"> 1. Enter the city/airport/rail code where the traveler disembarked for hotel stay. 																
27	134 – 153	20	<p><u>HOTEL/MOTEL CITY</u> Enter hotel/motel city using the spelling as shown in reservation system. Left justify. Use complete city and spaces to complete the field if city name is short; enter as many letters as possible if city name is long.</p>																
28	154 – 155	2	<p><u>HOTEL/MOTEL STATE</u> Enter two-position numeric code for state or alpha code for country. (See Figure H-1 for State codes).</p> <ol style="list-style-type: none"> 1. Use the numeric state codes found in Figure H-1 for US states, The District of Columbia, Puerto Rico, and the US Virgin Islands. 																

Field	Position	Length	Field Name/Description																						
29	156 – 157	2	<p><u>HOTEL/MOTEL CODE</u> Enter two-position hotel/motel code from reservation system.</p>																						
30	158 – 164	7	<p><u>HOTEL/MOTEL CHARGE (DOLLARS)</u> Enter hotel/motel daily rate charged in dollars and cents. Right justify.</p>																						
31	165 – 167	3	<p><u>HOTEL RATE INDICATOR</u> Enter alpha code to indicate hotel rate category. Left justify. The Standard Rate Categories and their codes are listed below.</p> <p>1. Enter the rate code booked, not the rate code searched for. If agent searches for "ALL," do not enter ALL as the rate code, enter the rate code that was selected and booked</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Standard Rate Category</th> </tr> </thead> <tbody> <tr> <td>V</td> <td>Convention</td> </tr> <tr> <td>COR</td> <td>Corporate</td> </tr> <tr> <td>FAM</td> <td>Family Plan</td> </tr> <tr> <td>GOV</td> <td>Government</td> </tr> <tr> <td>MIL</td> <td>Military</td> </tr> <tr> <td>PRO</td> <td>Promotional</td> </tr> <tr> <td>SCR</td> <td>Senior Citizen</td> </tr> <tr> <td>TOR</td> <td>Tour Package</td> </tr> <tr> <td>WKD</td> <td>Weekend</td> </tr> <tr> <td>RAC</td> <td>Regular Hotel Rate</td> </tr> </tbody> </table>	Code	Standard Rate Category	V	Convention	COR	Corporate	FAM	Family Plan	GOV	Government	MIL	Military	PRO	Promotional	SCR	Senior Citizen	TOR	Tour Package	WKD	Weekend	RAC	Regular Hotel Rate
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32	168 – 170	3	<p><u>REASON CODES FOR USE/NON-USE OF CRAF CARRIER</u> Enter an alpha numeric code from the table below to indicate use/non-use of Civil Air Reserve Fleet (CRAF) carrier. If only two positions apply, left justify. Enter the code only on the segment(s) to which it applies.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>R0</td> <td>CRAF carrier used</td> </tr> <tr> <td>R1</td> <td>Destination not serviced by CRAF carrier</td> </tr> <tr> <td>R2</td> <td>Did not meet mission requirements</td> </tr> <tr> <td>R3</td> <td>Seat not available</td> </tr> <tr> <td></td> <td>Traveler refused CRAF carrier because:</td> </tr> <tr> <td>R4A</td> <td>Airport specified</td> </tr> <tr> <td>R4B</td> <td>Carrier specified</td> </tr> <tr> <td>R4C</td> <td>Routing specified</td> </tr> <tr> <td>R4D</td> <td>Time specified</td> </tr> <tr> <td>R4E</td> <td>Personal reasons</td> </tr> </tbody> </table>	Code	Reason	R0	CRAF carrier used	R1	Destination not serviced by CRAF carrier	R2	Did not meet mission requirements	R3	Seat not available		Traveler refused CRAF carrier because:	R4A	Airport specified	R4B	Carrier specified	R4C	Routing specified	R4D	Time specified	R4E	Personal reasons
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33	171 – 173	3	<p><u>REASON CODES FOR USE/NON-USE OF CONTRACT AIR</u></p> <p>Enter an alpha numeric code from table below to indicate use/non-use of the General Services Administration (GSA) airline city pair fare where a contract exists. If only two positions apply, left justify.</p> <p>Only enter the code on the segment(s) to which it applies.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>C0</td> <td>Contract Fare Used</td> </tr> <tr> <td>C1</td> <td>Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.</td> </tr> <tr> <td>C2</td> <td>The contractor's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies where applicable to schedule travel during normal working hours.</td> </tr> <tr> <td>C3</td> <td>A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals, and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card (e.g., YDG, MDG, QDG, VDG, and similar fares).</td> </tr> <tr> <td>C4</td> <td>Seat not available on contract air carrier</td> </tr> <tr> <td>C5</td> <td>Used contract fare for portion of trip, but not entire trip</td> </tr> <tr> <td>C6</td> <td>Non-contract fare used on contract carrier (lower fare than CA)</td> </tr> <tr> <td></td> <td>Traveler refused contract fare because:</td> </tr> <tr> <td>C7A</td> <td>Airport specified</td> </tr> <tr> <td>C7B</td> <td>Carrier specified</td> </tr> <tr> <td>C7C</td> <td>Routing specified</td> </tr> <tr> <td>C7D</td> <td>Time specified</td> </tr> <tr> <td>C7E</td> <td>Personal reasons</td> </tr> <tr> <td>C8</td> <td>No cost ticket (e.g., Frequent Flyer)</td> </tr> <tr> <td>C9</td> <td>FMS</td> </tr> <tr> <td>C10</td> <td>Rail service available and cost effective</td> </tr> <tr> <td>C11</td> <td>No contract fare in market</td> </tr> </tbody> </table>	Code	Reason	C0	Contract Fare Used	C1	Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.	C2	The contractor's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies where applicable to schedule travel during normal working hours.	C3	A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals, and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card (e.g., YDG, MDG, QDG, VDG, and similar fares).	C4	Seat not available on contract air carrier	C5	Used contract fare for portion of trip, but not entire trip	C6	Non-contract fare used on contract carrier (lower fare than CA)		Traveler refused contract fare because:	C7A	Airport specified	C7B	Carrier specified	C7C	Routing specified	C7D	Time specified	C7E	Personal reasons	C8	No cost ticket (e.g., Frequent Flyer)	C9	FMS	C10	Rail service available and cost effective	C11	No contract fare in market
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34	174 – 175	2	<p><u>REASON CODES FOR NON-USE OF AMC AIRLIFT ON INTERNATIONAL TRAVEL</u></p> <p>For international travel only, enter alpha numeric code from the table below to indicate non-use of AMC airlift.</p> <p>Enter code only on the segment(s) to which it applies.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>Destination not serviced by AMC</td> </tr> <tr> <td>A2</td> <td>Did not meet mission requirements</td> </tr> <tr> <td>A3</td> <td>Seat not available</td> </tr> </tbody> </table>	Code	Reason	A1	Destination not serviced by AMC	A2	Did not meet mission requirements	A3	Seat not available																												
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Field	Position	Length	Field Name/Description																																
35	176 – 177	2	<p><u>REASON CODES FOR USE OF PREMIUM CLASS TRAVEL</u></p> <p>When premium class travel has been booked, enter the appropriate reason code from the tables below for each premium class segment.</p> <p>Only enter the code on the segment(s) to which it applies (see JTR Appendix H, Sections 2B and 3A).</p> <p>For DTS PNRs, when the Contractor receives a request for CTO assistance to book premium class travel; the Contractor will obtain the applicable reason code from the traveler or authorized Government Official upon receipt of the request.</p> <p>References in description refer to Joint Travel Regulations Volume 2, Chapter 2, Section 3: Commercial Air Transportation (C2204 page C2E3-1, Change 518 12/1/08)</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Premium Class Use Reason Code</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Lower Class Not Available in Time (B.3.a & B.4.a.)</td> </tr> <tr> <td>B</td> <td>Medical (B.3.b & B.4.b.)</td> </tr> <tr> <td>C</td> <td>Security (B.3.c & B.4.c.)</td> </tr> <tr> <td>D</td> <td>Mission (B.3.d & B.4.d.)</td> </tr> <tr> <td>E</td> <td>Only first class provided/Only business class provided (B.3.e & B.4.e.)</td> </tr> <tr> <td>F</td> <td>Non-Federal funding source (must be used in conjunction with A – E) (B.3.f. & B.4.f.) Example: a non-federally funded traveler in premium for medical reasons would be FB</td> </tr> <tr> <td>G</td> <td>Congressional Travel (must be used in conjunction with A – E) (B.3.g. & B.4.j.) Example: a Congressional traveler in premium for medical reasons would be GB</td> </tr> <tr> <td>H</td> <td>(Business Class Only) Foreign flag coach not adequate (B.4.g.)</td> </tr> <tr> <td>I</td> <td>(Business Class Only) Over 14 hours (B.4.i.)</td> </tr> <tr> <td>J</td> <td>(Business Class Only) Required by foreign government regulations, MOU/MOA/SOFA (B.4.k.)</td> </tr> <tr> <td>K</td> <td>(Business Class Only) Use of business class results in an overall savings on the trip (B.4.h.)</td> </tr> <tr> <td>L</td> <td>Traveler used a frequent flyer upgrade to pay the difference between YCA/lowest unrestricted coach fare and premium class travel</td> </tr> <tr> <td>M</td> <td>Traveler self-paid the difference between YCA/lowest unrestricted coach fare and premium class travel</td> </tr> <tr> <td>N</td> <td>Premium class is lower than YCA and/or lower than lowest unrestricted coach fare</td> </tr> <tr> <td>O</td> <td>GDS/Airline automatic upgrade</td> </tr> </tbody> </table>	Code	Premium Class Use Reason Code	A	Lower Class Not Available in Time (B.3.a & B.4.a.)	B	Medical (B.3.b & B.4.b.)	C	Security (B.3.c & B.4.c.)	D	Mission (B.3.d & B.4.d.)	E	Only first class provided/Only business class provided (B.3.e & B.4.e.)	F	Non-Federal funding source (must be used in conjunction with A – E) (B.3.f. & B.4.f.) Example: a non-federally funded traveler in premium for medical reasons would be FB	G	Congressional Travel (must be used in conjunction with A – E) (B.3.g. & B.4.j.) Example: a Congressional traveler in premium for medical reasons would be GB	H	(Business Class Only) Foreign flag coach not adequate (B.4.g.)	I	(Business Class Only) Over 14 hours (B.4.i.)	J	(Business Class Only) Required by foreign government regulations, MOU/MOA/SOFA (B.4.k.)	K	(Business Class Only) Use of business class results in an overall savings on the trip (B.4.h.)	L	Traveler used a frequent flyer upgrade to pay the difference between YCA/lowest unrestricted coach fare and premium class travel	M	Traveler self-paid the difference between YCA/lowest unrestricted coach fare and premium class travel	N	Premium class is lower than YCA and/or lower than lowest unrestricted coach fare	O	GDS/Airline automatic upgrade
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Field	Position	Length	Field Name/Description	
			Approval Code	Section 2B: First-Class Air Accommodations Codes (Par. 3520-C)
			F1	Lower Class Not Available in Time
			F2	Medical
			F3	Security
			F4	Mission
			F5	Only first class provided
			F6	Non-Federal source
			FC	Congressional Travel
			Approval Code	Section 3A: Business-Class Air Accommodations Codes (Par. 3520-C)
			B1	Medical
			B2	Security
			B3	Foreign flag coach not adequate
			B4	Only business class provided
			B5	Non-Federal source (For business-class accommodations, this is a "stand-alone reason")
			B6	Over 14 hours
			B7	Overall savings
			B8	Lower Class Not Available in Time
			B9	Mission
			BC	Congressional Travel
			BF	Required by Foreign Government Regulations, MOU/MOA/SOFA

Field	Position	Length	Field Name/Description																									
36	178 – 179	2	<p><u>REASON CODES FOR NON-USE OF GOVERNMENT QUARTERS</u> Enter alpha numeric code from the table below to indicate reason for non-use of Government quarters. Only enter the code on the segment(s) to which it applies.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Government Quarters Non-Use Reason Code</th> </tr> </thead> <tbody> <tr> <td>H1</td> <td>No rooms available. Certificate of Non-Availability issued.</td> </tr> <tr> <td>H2</td> <td>Exempted by order issuing agency.</td> </tr> </tbody> </table>	Code	Government Quarters Non-Use Reason Code	H1	No rooms available. Certificate of Non-Availability issued.	H2	Exempted by order issuing agency.																			
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37	180 – 188	9	<p><u>DEPARTURE DATE OF TRAVEL</u> Enter date of departure for segment as DDMMMYYYY (i.e., December 5, 2013 would be entered as 05DEC2013).</p>																									
38	189 – 197	9	<p><u>ARRIVAL DATE OF TRAVEL</u> Enter date of arrival for segment as DDMMMYYYY (i.e., December 5, 2013 would be entered as 05DEC2013).</p>																									
39	198 – 208	11	<p><u>CUSTOMER CODE</u> Enter customer code. Code identifies activity of traveler and/or office with financial responsibility for travel. Left justify entry and leave remaining positions blank.</p>																									
40	209 – 228	20	<p><u>UNIT IDENTIFICATION CODE (UIC)</u> Enter UIC identifying the unit to which the traveler belongs.</p>																									
41	229 – 268	40	<p><u>TRAVELER'S NAME</u> Enter name of traveler as captured in the Global Distribution System. 1. Enter in format LAST NAME/FIRST NAME. Initials and titles are optional, and will follow the first name after a separating space (e.g., SMITH/JOHN A MR).</p>																									
42	269 – 273	5	<p><u>DEPARTURE TIME</u> Enter departure time for segment of travel from PNR. 1. Enter time in four character, military standard 24 hour clock, right justify EXAMPLES: 4:00 AM = 0400 4:00 PM = 1600</p>																									
43	274 – 278	5	<p><u>ARRIVAL TIME</u> Enter arrival time for segment of travel from PNR. 1. Enter time in four character, military standard 24 hour clock, right justify EXAMPLES: 4:00 AM = 0400 4:00 PM = 1600</p>																									
44	279 – 287	9	<p><u>TICKETING DATE</u> Enter ticketing date as DDMMMYYYY (i.e., 07DEC2013). 1. Always enter the date ticket was sold in this field, even if the record is for a refunded ticket EXAMPLE: <u>Ticket sold 12/07/2013</u> <u>Partial Refund (LAX to DCA) invoiced 12/23/2013</u> <u>Sale and refund reported on CTIM file for December, 2013</u></p> <table border="1"> <thead> <tr> <th>Sale or Refund</th> <th>City Pair</th> <th>Segment Indicator</th> <th>Entry in Ticketing Date Field</th> <th>Entry in Refund Date Field</th> </tr> </thead> <tbody> <tr> <td>Sale</td> <td>DCA – DFW</td> <td>A</td> <td>07DEC2013</td> <td>(Space fill)</td> </tr> <tr> <td>Sale</td> <td>DFW – LAX</td> <td>B</td> <td>07DEC2013</td> <td>(Space fill)</td> </tr> <tr> <td>Sale</td> <td>LAX – DCA</td> <td>C</td> <td>07DEC2013</td> <td>(Space fill)</td> </tr> <tr> <td>Refund</td> <td>LAX – DCA</td> <td>C</td> <td>07DEC2013</td> <td>23DEC2013</td> </tr> </tbody> </table>	Sale or Refund	City Pair	Segment Indicator	Entry in Ticketing Date Field	Entry in Refund Date Field	Sale	DCA – DFW	A	07DEC2013	(Space fill)	Sale	DFW – LAX	B	07DEC2013	(Space fill)	Sale	LAX – DCA	C	07DEC2013	(Space fill)	Refund	LAX – DCA	C	07DEC2013	23DEC2013
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45	288 – 296	9	<p><u>REFUND DATE</u> Enter refund date as DDMMYYYY (i.e., 07DEC2013).</p> <ol style="list-style-type: none"> 1. A date in this field is the flag that indicates that the record is for a refund and not for a sale. 2. Enter the date the refund was invoiced. 3. Only enter a date in the refund date field if the segment being reported is a refund segment. 4. Even if a sale was subsequently refunded, do not include a date in the refund field on the sale segment records. <p>EXAMPLE: Ticket sold 12/07/2013 Partial Refund (LAX to DCA) invoiced 12/23/2013 Sale and refund reported on CTIM file for December, 2013</p> <table border="1"> <thead> <tr> <th>Sale or Refund</th> <th>City Pair</th> <th>Segment Indicator</th> <th>Entry in Ticketing Date Field</th> <th>Entry in Refund Date Field</th> </tr> </thead> <tbody> <tr> <td>Sale</td> <td>DCA – DFW</td> <td>A</td> <td>07DEC2013</td> <td>(Space fill)</td> </tr> <tr> <td>Sale</td> <td>DFW – LAX</td> <td>B</td> <td>07DEC2013</td> <td>(Space fill)</td> </tr> <tr> <td>Sale</td> <td>LAX – DCA</td> <td>C</td> <td>07DEC2013</td> <td>(Space fill)</td> </tr> <tr> <td>Refund</td> <td>LAX – DCA</td> <td>C</td> <td>07DEC2013</td> <td>23DEC2013</td> </tr> </tbody> </table>	Sale or Refund	City Pair	Segment Indicator	Entry in Ticketing Date Field	Entry in Refund Date Field	Sale	DCA – DFW	A	07DEC2013	(Space fill)	Sale	DFW – LAX	B	07DEC2013	(Space fill)	Sale	LAX – DCA	C	07DEC2013	(Space fill)	Refund	LAX – DCA	C	07DEC2013	23DEC2013																				
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46	297	1	<p><u>CONNECTION INDICATOR</u></p> <ol style="list-style-type: none"> 1. Enter an X to denote a travel segment that is a connection 2. Enter an O to denote segment that ends at one of the traveler's destinations. <p>EXAMPLE: Traveler needs to go from Honolulu (HNL) to Omaha (OMA) and return. While the traveler needs to get from HNL to OMA, there are no convenient non-stops, so they are forced to go through San Antonio (SAT) on the way out and on the way back. In this scenario, the ticket is issued in four segments, but only two of them are considered "stops." The segments where the plane lands in San Antonio are considered connections. The connection indicator will change depending on the reason a person is landing at an airport; whether they are connecting or have reached their destination. A segment where the plane lands at a connecting airport is designated with an X. When the traveler reaches their destination, the segment is designated with an O.</p> <table border="1"> <thead> <tr> <th>Org</th> <th>Dest</th> <th>Chrgs</th> <th>Taxes</th> <th>Carr</th> <th>Flt #</th> <th>Basis</th> <th>Round Trip Ind</th> <th>Con. Ind</th> </tr> </thead> <tbody> <tr> <td>HNL</td> <td>SAT</td> <td>0000.00</td> <td></td> <td>UA</td> <td>(#)</td> <td>YCA</td> <td></td> <td>X</td> </tr> <tr> <td>SAT</td> <td>OMA</td> <td>0309.00</td> <td>(Tax)</td> <td>UA</td> <td>(#)</td> <td>YCA</td> <td>R</td> <td>O</td> </tr> <tr> <td>OMA</td> <td>SAT</td> <td>0000.00</td> <td></td> <td>UA</td> <td>(#)</td> <td>YCA</td> <td></td> <td>X</td> </tr> <tr> <td>SAT</td> <td>HNL</td> <td>0309.00</td> <td>(Tax)</td> <td>UA</td> <td>(#)</td> <td>YCA</td> <td></td> <td>O</td> </tr> </tbody> </table>	Org	Dest	Chrgs	Taxes	Carr	Flt #	Basis	Round Trip Ind	Con. Ind	HNL	SAT	0000.00		UA	(#)	YCA		X	SAT	OMA	0309.00	(Tax)	UA	(#)	YCA	R	O	OMA	SAT	0000.00		UA	(#)	YCA		X	SAT	HNL	0309.00	(Tax)	UA	(#)	YCA		O
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47	298 – 327	30	<p><u>AGREEMENT ID</u> Enter the contract number under which the travel was booked and issued.</p>																																													

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48	328	1	<p><u>TYPE OF TRAVELER</u> Enter alpha code from the table below to indicate the type of traveler.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>O</td> <td>Military Officer</td> </tr> <tr> <td>E</td> <td>Military Enlisted</td> </tr> <tr> <td>C</td> <td>Civilian Government Employee</td> </tr> <tr> <td>D</td> <td>Dependent of Military Officer</td> </tr> <tr> <td>G</td> <td>Dependent of Military Enlisted</td> </tr> <tr> <td>H</td> <td>Dependent of Civilian Employee</td> </tr> <tr> <td>R</td> <td>Human Remains</td> </tr> <tr> <td>S</td> <td>Sponsor</td> </tr> <tr> <td>T</td> <td>Team Travel - A movement of 10 or more personnel traveling as a group under the same orders, from the same origin to the same destination</td> </tr> <tr> <td>P</td> <td>Dependent Student</td> </tr> <tr> <td>K</td> <td>Contractor/Cost Charge Travel</td> </tr> <tr> <td>I</td> <td>Invitational</td> </tr> <tr> <td>F</td> <td>Prisoner</td> </tr> </tbody> </table>	Code	Description	O	Military Officer	E	Military Enlisted	C	Civilian Government Employee	D	Dependent of Military Officer	G	Dependent of Military Enlisted	H	Dependent of Civilian Employee	R	Human Remains	S	Sponsor	T	Team Travel - A movement of 10 or more personnel traveling as a group under the same orders, from the same origin to the same destination	P	Dependent Student	K	Contractor/Cost Charge Travel	I	Invitational	F	Prisoner
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49	329 - 330	2	<p><u>PURPOSE OF TRAVEL</u> Enter numeric code from the table below to indicate the purpose of travel.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Site visit</td> </tr> <tr> <td>1</td> <td>Information meeting</td> </tr> <tr> <td>2</td> <td>Training attendance - receiving training</td> </tr> <tr> <td>3</td> <td>To give speech or presentation</td> </tr> <tr> <td>4</td> <td>Conference attendance - observe/no formal role in conference</td> </tr> <tr> <td>5</td> <td>Relocation - transfer from one permanent duty station to another (PCS) accompanied by dependents</td> </tr> <tr> <td>6</td> <td>Relocation - transfer from one permanent duty station to another (PCS) not accompanied by dependents</td> </tr> <tr> <td>7</td> <td>Relocation - transfer from one permanent duty station to another (PCS) unaccompanied dependents (without military or civilian) principal</td> </tr> <tr> <td>8</td> <td>Entitlement travel</td> </tr> <tr> <td>9</td> <td>Between tours of duty travel</td> </tr> <tr> <td>10</td> <td>Special missions travel</td> </tr> <tr> <td>11</td> <td>Emergency travel</td> </tr> <tr> <td>12</td> <td>Other travel</td> </tr> </tbody> </table>	Code	Description	0	Site visit	1	Information meeting	2	Training attendance - receiving training	3	To give speech or presentation	4	Conference attendance - observe/no formal role in conference	5	Relocation - transfer from one permanent duty station to another (PCS) accompanied by dependents	6	Relocation - transfer from one permanent duty station to another (PCS) not accompanied by dependents	7	Relocation - transfer from one permanent duty station to another (PCS) unaccompanied dependents (without military or civilian) principal	8	Entitlement travel	9	Between tours of duty travel	10	Special missions travel	11	Emergency travel	12	Other travel
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50	331	1	<p><u>CTO TRANSACTION TYPE</u> Enter alpha code from the table below to indicate type of transaction.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>New Ticket</td> </tr> <tr> <td>E</td> <td>Exchange Ticket</td> </tr> <tr> <td>R</td> <td>Refunded Ticket</td> </tr> </tbody> </table>	Code	Description	N	New Ticket	E	Exchange Ticket	R	Refunded Ticket																				
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51	332 – 333	2	<p><u>TYPE OF TICKET ISSUED</u> Enter alpha code from the table below to indicate type of ticket issued.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>PN</td> <td>Paper Ticket</td> </tr> <tr> <td>EN</td> <td>E-Ticket</td> </tr> <tr> <td>PP</td> <td>Pre-Paid Ticket</td> </tr> </tbody> </table>	Code	Description	PN	Paper Ticket	EN	E-Ticket	PP	Pre-Paid Ticket								
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52	334 – 336	3	<p><u>PAYMENT METHOD</u> Enter alpha code from the table below to indicate the method of payment or “VD” to indicate a voided ticket:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>IBA</td> <td>Individually Billed Government Issued Credit Card</td> </tr> <tr> <td>CBA</td> <td>Centrally Billed Account</td> </tr> <tr> <td>UC</td> <td>Unit Card</td> </tr> <tr> <td>GTR</td> <td>US Government Transportation Request</td> </tr> <tr> <td>PER</td> <td>Personal Payment (payment from personal account, includes free tickets)</td> </tr> <tr> <td>AR</td> <td>Payment to CTO (CTO pays settlement on ticket then invoices the DCoD for reimbursement)</td> </tr> <tr> <td>VD</td> <td>Ticket voided, no funds billed or collected</td> </tr> </tbody> </table>	Code	Description	IBA	Individually Billed Government Issued Credit Card	CBA	Centrally Billed Account	UC	Unit Card	GTR	US Government Transportation Request	PER	Personal Payment (payment from personal account, includes free tickets)	AR	Payment to CTO (CTO pays settlement on ticket then invoices the DCoD for reimbursement)	VD	Ticket voided, no funds billed or collected
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53	337 – 338	2	<p><u>NUMBER OF PNRs</u> Enter the Number of PNRs associated with a given trip. Example; 01 for a single PNR for a single trip, 02 for a trip consisting of two PNRs.</p>																
54	339 – 348	10	<p><u>RECORD (PNR) LOCATOR</u> Enter the Record locator generated by the booking GDS/CRS; not the locator used to define the source CRS/GDS in the segment. Right justify.</p>																
55	349 – 350	2	<p><u>GDS CODE</u> Enter code from the table below to identify the GDS under which the record’s PNR was booked.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>AA</td> <td>Sabre</td> </tr> <tr> <td>1V</td> <td>Apollo</td> </tr> <tr> <td>1P</td> <td>Worldspan</td> </tr> <tr> <td>1A</td> <td>Amadeus</td> </tr> </tbody> </table>	Code	Description	AA	Sabre	1V	Apollo	1P	Worldspan	1A	Amadeus						
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56	351	1	<p><u>CLASS OF SERVICE CODE</u> Enter alpha code from the table below to indicate the class of service for the segment. If there are multiple segments, enter the class of service for each segment in the appropriate segment record:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>C</td> <td>Coach</td> </tr> <tr> <td>H</td> <td>Charter</td> </tr> <tr> <td>F</td> <td>First Class</td> </tr> <tr> <td>B</td> <td>Business Class</td> </tr> </tbody> </table>	Code	Description	C	Coach	H	Charter	F	First Class	B	Business Class						
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57	352 – 353	2	<p><u>FLOWN CARRIER/CODE SHARE CARRIER</u> If the segment is booked on a code share, enter the two-character code of the carrier flown. 1. Enter carrier flown on segment; use the two-alpha character carrier code.</p>																
58	354 – 359	6	<p><u>ACCOUNTING CITATION (FSN)</u> Enter accounting citation (FSN) funding travel.</p>																

Field	Position	Length	Field Name/Description																												
59	360 – 409	50	<u>TRAVELER'S GOVERNMENT E-MAIL ADDRESS</u> Enter Government e-mail address of traveler.																												
60	410 – 416	7	<u>COMPARISON FARE</u> When there is a GSA contracted city pair fare in the market flown by the traveler; enter the YCA fare in that market. When there is no GSA city pair fare in the market; enter the lowest available unrestricted fare in the market.																												
61	417 – 418	2	<u>CONJUNCTIVE TICKET COUNT</u> Enter the number of conjunctive tickets associated with the primary ticket in this record. If there are no conjunctive tickets, enter zero.																												
62	419 – 431	13	<u>CONJUNCTIVE TICKET NUMBER</u> If the field "CONJUNCTIVE TICKET COUNT" does not equal zero, enter the actual ticket number associated with the segment/flight coupon being reported.																												
63	432 – 440	9	<u>CAR PICK UP DATE</u> Enter first date of car rental reservation. Enter date as DDMMYYYY (i.e., December 5, 2013 would be entered as 05DEC2013).																												
64	441 – 449	9	<u>CAR DROP OFF DATE</u> Enter date car is returned. Enter date as DDMMYYYY (i.e., December 5, 2013 would be entered as 05DEC2013).																												
65	450 – 458	9	<u>HOTEL CHECK IN DATE</u> Enter check in date of hotel reservation. Enter date as DDMMYYYY (i.e., December 5, 2013 would be entered as 05DEC2013).																												
66	459 – 467	9	<u>HOTEL CHECK OUT DATE</u> Enter check out date for hotel reservation. Enter date as DDMMYYYY (i.e., December 5, 2013 would be entered as 05DEC2013).																												
67	468 – 497	30	<p><u>TRAVELER'S LOCATION</u> Enter the traveler's assigned site/location.</p> <p>The Contractor will establish a unique alpha identifier for each site/location under the contract/task order. The unique alpha identifier will not exceed 30 characters. The Contractor will utilize the applicable alpha identifier to identify the location to where the traveler is assigned. The Contractor will provide an excel spreadsheet to the DTMO COR containing each PCC/SID supporting travel services to include ARC/IATA number, and unique alpha identifier for each site identified under the contract/ task order. See applicable SOW/PWS reference for additional information.</p> <p>Example:</p> <table border="1"> <thead> <tr> <th>CTO</th> <th>Travel Area</th> <th>Contract /Task Order #</th> <th>PCC</th> <th>Site Name</th> <th>Site Code</th> <th>Ticketing ARC/IATA</th> </tr> </thead> <tbody> <tr> <td>ABCD CTO</td> <td>DTA 1</td> <td>9876543</td> <td>1234</td> <td>Ft. Bragg</td> <td>BRAGG</td> <td>12345678</td> </tr> <tr> <td>ABCD CTO</td> <td>DTA 1</td> <td>9876543</td> <td>1234</td> <td>Pope Air Force Base</td> <td>POPE</td> <td>12345678</td> </tr> <tr> <td>ABCD CTO</td> <td>DTA 1</td> <td>9876543</td> <td>1234</td> <td>USPFO North Carolina</td> <td>USPFONC</td> <td>12345678</td> </tr> </tbody> </table>	CTO	Travel Area	Contract /Task Order #	PCC	Site Name	Site Code	Ticketing ARC/IATA	ABCD CTO	DTA 1	9876543	1234	Ft. Bragg	BRAGG	12345678	ABCD CTO	DTA 1	9876543	1234	Pope Air Force Base	POPE	12345678	ABCD CTO	DTA 1	9876543	1234	USPFO North Carolina	USPFONC	12345678
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STATE CODES

01	Alabama	22	Louisiana	40	Oklahoma
02	Alaska	23	Maine	41	Oregon
04	Arizona	24	Maryland	42	Pennsylvania
05	Arkansas	25	Massachusetts	RQ	Puerto Rico
06	California	26	Michigan	44	Rhode Island
08	Colorado	27	Minnesota	45	South Carolina
09	Connecticut	28	Mississippi	46	South Dakota
10	Delaware	29	Missouri	47	Tennessee
11	District of Columbia	30	Montana	48	Texas
12	Florida	31	Nebraska	49	Utah
13	Georgia	32	Nevada	50	Vermont
15	Hawaii	33	New Hampshire	51	Virginia
16	Idaho	34	New Jersey	VQ	Virgin Island
17	Illinois	35	New Mexico	53	Washington
18	Indiana	36	New York	54	West Virginia
19	Iowa	37	North Carolina	55	Wisconsin
20	Kansas	38	North Dakota	56	Wyoming
21	Kentucky	39	Ohio		

Figure H-1. State Codes