

**PART 301-53 USING PROMOTIONAL MATERIALS AND FREQUENT
TRAVELER PROGRAMS**

Sec.

301-53.3(a) Under what circumstances may I use frequent traveler benefits to upgrade to premium class accommodations for official travel?

301-53.3(b) Is there any special delegation and/or approval required when I use frequent traveler benefits earned on official travel to upgrade to premium class accommodations for official travel?

301-53.3(a) Under what circumstances may I use frequent traveler benefits to upgrade to premium class accommodations for official travel?

You may use frequent traveler benefits to upgrade to premium class accommodations for official travel anytime.

301-53.3(b) Is there any special delegation and/or approval required when I use frequent traveler benefits earned on official travel to upgrade to premium class accommodations for official travel?

There is no special delegation and/or approval required when you use frequent traveler benefits earned on official travel to upgrade to premium class accommodations for official travel. This includes when you use personal funds for the upgrade. However, **if appropriated funds are used to pay for the upgrade to premium class accommodations**, you are still required to meet one of the exceptions listed in the Federal Travel Regulations, 301-10.123 and 301-10.124, and therefore, a special delegation and approval are still required (*See NOAA Travel Regulations, 301-2.5(a) - 301-2.5(a)(i)*).