



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUN 5 2017

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Business/First Class Exception for Security Reason

FROM: Jeanne Conklin, Acting Controller
Office of the Controller

A handwritten signature in cursive script that reads "Jeanne Conklin".

TO: John Reeder, Deputy Chief of Staff
Office of the Administrator

This memorandum serves as a response to your request on behalf of the special agents who accompany Administrator Pruitt on official travel, while serving in a protection services detail capacity for Premium Business Class and or First Class travel, due to security reasons effective May 15, 2017. After reviewing related documentation received, it was determined your request complies with criteria outlined in Resource Management Directives System 2550B, Official Travel Section V. Prudent Travel Management, "Other than Coach Class Travel Exception." Therefore, I am approving this request.

Please be advised of the following information, as outline in the Federal Travel Regulation: Chapter 301- Temporary Duty (TDY) Travel Allowances, Subchapter B- Allowable Travel Expenses, Airline Accommodations §301-10.123 "When may I use other than coach-class airline accommodations?" (a); (3); (i): Use of coach-class accommodation would endanger your life or Government property.

All correspondence, including emails, must be retained as documentation in the responsible office. To ensure proper processing of the travel claim, a copy of this memorandum should be attached to the travel voucher and routed through Concur to the Cincinnati Finance Center.

Should you have questions regarding this decision, please contact Sherri Anthony, Director, Policy, Training & Accountability Division at (202) 564-3185.

cc: Reginald E. Allen
David A. Bloom
Howard Osborne
Elise B. Packard
Kevin Minoli
Ann Sisson
Meshell Jones-Peeler
Sherri L. Anthony
Khary Nelson
Aileen Atcherson