DefenseTravel
Management Office

Travel Management Company (TMC) Data Reporting Requirements

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1. TMC Daily

The Government shall utilize branch/bridge access and live PNR queue transfer to read and capture standard PNR data (i.e. air, car, and lodging, etc.) and the additional data elements provided by the Contractor. This process is limited to Sabre and/or Worldspan Global Distribution System (GDS).

The Contractor shall:

- Establish auto-queuing in accordance with Section 7 below
  - Queue DoD PNRs upon processing refunds after contract expiration
- Provide additional data elements in accordance with Section 9 below
  - Data required "at the time of booking" shall be entered during the booking/quality control process and prior to end transaction
  - Data required "prior to ticketing" may be entered prior to or at ticketing as long as the data is present in the PNR prior to ending transaction
  - Leave field blank if the data capture requirements aren't applicable
  - Update applicable fields upon processing PNR changes

2. Data Quality

All PNRs will be checked for data quality.

The Contractor shall:

- Establish an email address to receive data quality error notifications
- Submit email address to the COR via email no later than 15 calendar days prior to contract start date
- Receive email containing record locators and description of data errors for records with data errors
- Correct data errors in the Passenger Name Record (PNR)
- Queue place corrected PNR within five business days of notification

3. Customer Number List (DK/CA)

The Contractor shall:

- Provide an Excel spreadsheet no later than 15 calendar days prior to contract start date containing the following:
  - Listing of all DKs/CAs
  - DK/CA descriptive name
  - Traveler type (official, leisure, LICWO, contractor, etc.)
  - Provide the COR with updates to DK/CA listing five business days prior to implementing changes

An example DK/CA list is provided in **Appendix A – DK List**

4. Site Identifier

The Government will assign unique identifiers for each site listed in the "TMC SITE LOCATION LIST" as described in Appendix B – TMC Site Listing. The site ID listing and other site-specific information will be provided to the Contractor within 15 calendar days after award.

The Contractor shall:

- Review the site ID listing
- Provide the COR with the final Site ID listing and/or corrections as required no later than 15 calendar days prior to contract start date
- Provide the COR with updates to site ID listing five business days prior to implementing changes

An example is provided in **Appendix B – TMC Site Listing**.

5. Record Retention

The Contractor shall:

- Ensure that PNRs are retained in the GDS for a minimum of six months after the last date of travel in the PNR.

6. Testing

The Contractor shall:

- Participate in TMC Daily testing no later than seven calendar days prior to contract start date
- Prepare and queue one test PNR for each site PCC
- Test PNRs shall include all additional data reporting elements as required in Section 9

7. Auto-Queuing Instructions

The following GDS features are supported by the Government:

7.1. Sabre

Official Website: **http://www.sabretravelnetwork.com**
Support: **http://eservices.sabre.com**

Feature	Government Supported
Pseudo City Code (PCC)	EZ7C
Processing Type	Web Services
DTMO Queue Assignment	**The queue will be assigned during the implementation process.**
Automated Itinerary Segments Supported	Active/Automated Air, Hotel, Car
Passive itinerary Segments Supported	Passive/Sabre Standard for Air, Hotel & Car
Scans/Hit Charges	All costs for scans and hits are born by the Government
Access Type	Branch

7.1.1. Branch Access

The Contractor shall establish branch access between the above PCC and each of the Contractor's PCCs to view, sweep, and queue place all DoD PNRs. **Queue Placement**

The Contractor shall:

- Utilize Sabre's automated queue drop functionality to queue place all newly created, ticketed, cancelled, refunded or otherwise modified PNRs to a designated queue in the Government's PCC
- Ensure PNR refund data is queued immediately upon processing refunds when the PNR is in queue or when initiating refunds via the Electronic Ticket Record (ETR.)

7.1.2. Passive Segments

The Contractor shall:

- Utilize Sabre standard formats for air, car, and rail
- For lodging, use the following format:

  0HHTAAGK1WASIN10AUG-OUT12AUG/MCMARRIOTT/GOVT/ 89.00USD/ G/SI-[]101MAIN STREET#ARLINGTON VIRGINIA 12345#FONE 800-555-1212/CF-12345678

7.2. Worldspan

Official Website: https://www.travelport.com/
Support: https://www.travelport.com/support

Feature	Government Supported
Subscriber Identifications (SIDs)	OU0
Processing Type	Web Services
DTMO Queue Assignment	**The queue will be assigned during the implementation process.**
Automated Itinerary Segments Supported	Active/Automated Air, Hotel, Car
Passive itinerary Segments Supported	Passive/Worldspan Standard for Air, Hotel & Car
Scans/Hit Charges	All costs for scans and hits are born by the Government. No SID emulation is performed by DTMO to read PNR information.
Access Type	Bridge

7.2.1. Bridge Access

The Contractor shall establish bridge access between the above Government supported SID and each of the Contractor's SIDs to view, sweep, and queue place all DoD PNRs.

7.2.2. Queue Placement

The Contractor shall:

- Utilize Worldspan QTRAC functionality to queue place all newly created, modified, cancelled, and ticketed PNRs to a designated queue in the Government's SID
- Ensure PNR refund data is queued immediately upon processing refunds when the PNR is in queue or when initiating refunds via the Electronic Ticket Record (ETR)

7.2.3. Passive Segments

The Contractor shall:

- Utilize the Worldspan standard format for air, car, and rail
- Process lodging using the following format:

  Manual Entry: HN@MK*MIA25OCT28OCT1/C-QI/H-QUALITY INN/R-A2DRAC/SI-123 MAIN STREET$MIAMI FL12345$PHONE 703-456-9876@/RT-USD 9900/RD-DELUXE ROOM/CF-444444

8. Special Characters

The Government supports the following characters and translations:

Character	Translated To
-	_
--	_
AT	@
at	@
U	_
u	_
#	@
&#164	@
(A)	@
(a)	@

Character	Translated To
*	@
*27	‘
*2D	-
*4	‘
*40	@
*5F	_
*6	_
*8	@
.AT.	@
.at.	@
.UN.	_
.un.	_
/	.
/-	_
//	_
/AT/	@
/at/	@
?	_
@@-	_
\u00A4	@
\u00A4\u00A4-	_

Character	Translated To
\u00A4\u00A4U	_
+	@
=	_
==	_
Blank Space	_

9. Instructions for TMC Daily Additional Required Elements

Instructions for TMC Daily Additional Required Elements	
Field ID	**Description**
The following instructions apply to all Additional Required Elements 1. Where the example identifies a segment number, use the PNR level segment numbers (includes non-air segments in numbering). DO NOT use the tickets' flight coupon numbers. Separate each segment remark with a slash ("/"). 2. Where ticket level reporting is required, associate the entry with the final segment of the ticket in question. If multiple tickets are being reported, separate the entries with a slash ("/"). These examples assume two tickets, the final flight coupon of the first ticket is on PNR itinerary segment 2 and the final flight coupon of the second ticket is on PNR itinerary segment 7. **Sabre example: 5.S*UD55-DTMO26-S2*1667.20/S7*100.00** **Worldspan example: 5/DTMO/26-S2*1667.20/S7*100.00**	
1	**CLASS OF SERVICE CODE** Enter code from the table below.

<table>
<tr><th colspan="2">Instructions for TMC Daily Additional Required Elements</th></tr>
<tr><th>Field ID</th><th>Description</th></tr>
<tr><td></td><td>
Data Capture Requirements:

All PNRs with air, bus, rail and water reservations
All air and rail segments
Prior to ticketing

<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>F</td><td>First Class
Generally the highest class of accommodation offered by the airlines in terms of cost and amenities and termed "first class" by the airlines and reservation systems.</td></tr>
<tr><td>B</td><td>Business Class
A premium class of accommodation offered by the airlines that is generally higher than coach and lower than first class in both cost and amenities.</td></tr>
<tr><td>C</td><td>Coach
The basic class of accommodations offered to travelers regardless of fare paid. Also referred to as "tourist" or "economy class".</td></tr>
<tr><td>H</td><td>Charter
Negotiated rate to lease an aircraft or other mode of transport such as bus for the use of a group.</td></tr>
</table>
Data Entry Format Examples (S1 First, S2 Coach, S3 First, S4 Coach):
<table>
<tr><td>Sabre</td><td>5.S*UD55-DTMO1- S1*F/S2*C/S3*F/S4*C</td></tr>
<tr><td>Worldspan</td><td>5/DTMO/1-S1*F/S2*C/S3*F/S4*C</td></tr>
</table>
</td></tr>
<tr><td>2</td><td>
<u>REASON CODE FOR OTHER THAN ECONOMY/COACH CLASS TRANSPORTATION (OTECCT)</u>
Enter code from the table below.

Data Capture Requirements:

All PNRs with OTECCT reservations
All OTECCT segments
At time of booking for reason codes N and O below
Prior to ticketing for all other reason codes

<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>A</td><td>Lower Class Not Available in Time</td></tr>
<tr><td>B</td><td>Medical</td></tr>
</table>
</td></tr>
</table>

Instructions for TMC Daily Additional Required Elements	
Field ID	**Description**

C	Security
D	Mission
E	Only first class provided (if highest class of service is First)/Only business class provided (if highest class of service is Business)
F	Non-Federal funding source (must be used in conjunction with A - E)
G	Congressional Travel (must be used in conjunction with A - E)
H	(Business Class Only) Foreign flag coach not adequate
I	(Business Class Only) Over 14 hours
J	(Business Class Only) Required by foreign government regulations, MOU/MOA/SOFA
K	(Business Class Only) Use of business class results in an overall savings on the trip
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 (e.g. Leisure, LICWO, Contractor Travel, etc.)
N	Premium class is lower than YCA and/or lower than lowest unrestricted coach fare (e.g. GDS auto-priced premium as the lowest applicable unrestricted fare)
O	Airline automatic upgrade (e.g. “UP” fares)

Data Entry Format Examples (Segments 1 & 3 are OTECCT due to medical)**:**

Sabre	5.S*UD55-DTMO2-S1*B/S3*B
Worldspan	5/DTMO/2-S1*B/S3*B

3

COMPARISON FARE

Enter the comparison fare in accordance with the instructions below.

Data Capture Requirements:

- All PNRs with OTECCT reservations
  - Ticket level
- Enter comparison fare in the last segment associated with each stored fare
- At the time of booking

Example #1:

Booked/Ticketed Fare

Instructions for TMC Daily Additional Required Elements	
Field ID	**Description**
	1 UA 594Y 20SEP S DCADEN SS1 412P 609P 2 UA 565F 25SEP F DENDCA SS1 955A 322P BASE FARE TAXES/FEES/CHARGES TOTAL 1- USD1826.97 165.23XT USD1992.20GVT XT 137.03US 8.00ZP 11.20AY 9.00XF 1826.97 165.23 1992.20TTL GVT-01 YCADCA FUA2F **Comparison Fare** 1 UA 594Y 20SEP S DCADEN SS1 412P 609P 2 UA 565Y 25SEP F DENDCA SS1 955A 322P BASE FARE TAXES/FEES/CHARGES TOTAL 1- USD401.86 58.34XT USD460.20GVT XT 30.14US 8.00ZP 11.20AY 9.00XF 401.86 58.34 460.20TTL GVT-01 YCADCA **United was the contract carrier for the origin/destination; therefore, the round trip YCA inclusive of taxes and fees (460.20) shall be used as the comparison fare.** **<u>Example #2:</u>** **Booked/Ticketed Fare** 1 UA 989Y 20SEP S IADFRA SS1 525P 720A 21SEP 2 LH 326Y 24SEP Q FRAVCE NN1 1230P 145P 3 UA9058J 29SEP T VCEFRA*SS1 1030A 1155A 4 UA8827J 29SEP T FRAIAD*SS1 115P 355P WPPGVT‡XR« BASE FARE TAXES/FEES/CHARGES TOTAL 1- USD7650.00 634.00XT USD8284.00GVT XT 428.00YQ 35.40US 5.50YC 7.00XY 5.00XA 5.60AY 18.40DE 53.40RA 47.30OY 1.80EX 9.60IT 4.30VT 7.30HB 0.90MJ 4.50XF 7650.00 634.00 8284.00TTL GVT-01 YCA Y77 JXR1 **Comparison Fare:** 1 UA 989Y 20SEP S IADFRA SS1 525P 720A 21SEP

<table>
<tr><th colspan="2">Instructions for TMC Daily Additional Required Elements</th></tr>
<tr><th>Field ID</th><th>Description</th></tr>
<tr><td></td><td>
2 LH 326Y 24SEP Q FRAVCE NN1 1230P 145P
3 UA9058Y 29SEP T VCEFRA*SS1 1030A 1155A
4 UA8827Y 29SEP T FRAIAD*SS1 115P 355P
WPPGVT‡XR«
BASE FARE TAXES/FEES/CHARGES TOTAL
1- USD3649.00 464.00XT USD4113.00GVT
XT 258.00YQ 35.40US 5.50YC 7.00XY
5.00XA 5.60AY 18.40DE 53.40RA
47.30OY 1.80EX 9.60IT 4.30VT
7.30HB 0.90MJ 4.50XF
3649.00 464.00 4113.00TTL
GVT-01 YCA Y77 YDG

The comparison fare for this example includes a contract fare, unrestricted economy class fare, and a discount government fare (4113.00).

Segment 1 (IAD-FRA) was booked/ticketed on the contract carrier (YCA)
Segment 2 (FRA-VCE) was booked/ticketed between an origin/destination with no contract city pair award. The fare was booked/ticketed at the lowest available unrestricted economy class fare (Y77)
Segments 3 & 4 (VCE-IAD) were booked/ticketed on the non-contract carrier
The lowest available unrestricted economy fare for the non-contract carrier was a discount government fare (YDG).

Data Entry Format Examples:
<table>
<tr><td>Sabre</td><td>5.S*UD55-DTMO3- S2*460.20
(Using example #1 from above)</td></tr>
<tr><td>Worldspan</td><td>5/DTMO/3-S4*4113.00
(Using example #2 from above)</td></tr>
</table>
LRP (Law, Regulation, or Policy):
JTR Chapter 2 and DTR Part I Passenger Movement FTR 20-05
</td></tr>
<tr><td>4</td><td>
<u>FARE UNRESTRICTED OR RESTRICTION TYPE IDENTIFIER</u>
Data Capture Requirements:

Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNRs where the TMC assists in booking air or rail segments.
At time of booking

<u>Enter code from the table below.</u>
<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>R</td><td>Fully Refundable Fare</td></tr>
</table>
</td></tr>
</table>

Instructions for TMC Daily Additional Required Elements	
Field ID	**Description**
	<table><tr><td>N</td><td>Non-Refundable Fare</td></tr><tr><td>P</td><td>Refundable Fare with Penalty</td></tr></table> **Data Entry Format Examples:** <table><tr><td>Sabre</td><td>5.S*UD55-DTMO4-S1*N/S2*N/S3*N/S4*N</td></tr><tr><td>Worldspan</td><td>5/DTMO/4-S1*N/S2*N/S3*N/S4*N</td></tr></table> **LRP (Law, Regulation, or Policy):** JTR Chapter 2
5	**RESTRICTED FARE COMPARISON** Enter the comparison fare in accordance with the instructions below. **Data Capture Requirements:** • Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNRs where the TMC assists in booking air or rail segments with restricted fares (any fare other than fully refundable). – Ticket level • Enter comparison fare inclusive of taxes and fees in the last segment associated with each restricted fare stored • At the time of booking In GSA contract city pair markets, the YCA shall be used as the comparison even if the reservation is booked on the non-contract carrier. **Example #1:** **Booked/Ticketed Fare** 1 UA 594O 20SEP O FRATPA SS1 412P 609P 2 UA 565O 25SEP O TPAFRA SS1 955A 322P BASE FARE TAXES/FEES/CHARGES TOTAL 1- USD300.76 386.76XT USD687.57ADT XT 35.60US 317.00YR 5.50YC 7.00XY 3.96XA 11.20AY 10.20DE 37.70RA 46.60OY 12.00XF 300.76 386.76 687.57TTL ADT-01 OKADPM0N **Comparison Fare**

Instructions for TMC Daily Additional Required Elements	
Field ID	**Description**
	1 UA 594Y 20SEP Y FRATPA SS1 412P 609P 2 UA 565Y 25SEP Y FRATPA SS1 955A 322P BASE FARE TAXES/FEES/CHARGES TOTAL 1- USD1446.00 169.76XT USD1615.76GVT XT 35.60US 5.50YC 7.00XY 3.96XA 11.20AY 10.20DE 37.70RA 46.60OY 1446.00 169.76 1615.76TTL GVT-01 YCA **Travel was in a GSA contract city pair market and the contract carrier, United offered a restricted fare with a savings over $300 (international); therefore, the round trip YCA inclusive of taxes and fees (1615.76) shall be used as the comparison fare.** **Example #2:** **Booked/Ticketed Fare** 1 AZ1745O 27SEP O FCOCTA SS1 105P 220P 2 AZ1730X 30SEP X CTAFCO SS1 115P 235P BASE FARE EQUIV AMT TAXES/FEES/CHARGES TOTAL 1- EUR71.00 USD80.00 86.20XT USD166.20ADT XT 22.40YR 4.80EX 29.30IT 6.10VT 15.70HB 2.10MJ 5.80FN 71.00 80.00 86.20 166.20TTL ADT-01 OOWLGNB1 XOWLGNB1 **Comparison Fare** 1 AZ1745M 27SEP M FCOCTA SS1 105P 220P 2 AZ1730M 30SEP M CTAFCO SS1 115P 235P BASE FARE EQUIV AMT TAXES/FEES/CHARGES TOTAL 1- EUR630.00 USD708.00 86.20XT USD794.20ADT XT 22.40YR 4.80EX 29.30IT 6.10VT 15.70HB 2.10MJ 5.80FN 630.00 708.00 86.20 794.20TTL ADT-01 MOWFLN1 **Travel for this example was not in a GSA contract city pair market; therefore, the lowest unrestricted fare inclusive of taxes and fees (794.20) for the booked itinerary/carrier shall be used as the comparison fare.** **Data Entry Format Examples:**

<table>
<tr><th colspan="2">Instructions for TMC Daily Additional Required Elements</th></tr>
<tr><th>Field ID</th><th>Description</th></tr>
<tr><td></td><td>
<table>
<tr><td>Sabre</td><td>5.S*UD55-DTMO5-S2*1615.76</td></tr>
<tr><td>Worldspan</td><td>5/DTMO/5-S2*794.20</td></tr>
</table>
LRP (Law, Regulation, or Policy):
JTR Chapter 2
</td></tr>
<tr><td>6</td><td><u>This field is not used</u></td></tr>
<tr><td>7</td><td>
<u>USE/NON-USE OF DOD PREFERRED COMMERCIAL LODGING</u>
Enter code from the table below.

Data Capture Requirements:

Applicable to CTO/TMC created PNRs with lodging reservations and CTO/TMC assist PNRs where the TMC assists in booking lodging reservations.
All segments where DoD Preferred Lodging is applicable
At time of booking

<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>L0</td><td>DoD Preferred Commercial Lodging used</td></tr>
<tr><td>L1</td><td>Too Far Away</td></tr>
<tr><td>L2</td><td>Mission Requirements</td></tr>
<tr><td>L3</td><td>Lower Rate Available</td></tr>
<tr><td>L4</td><td>Personal Choice/Limited Reimbursement</td></tr>
<tr><td>L5</td><td>DoD Lodging (AKA On-Base Housing) used</td></tr>
<tr><td>L6</td><td>Lodging with Family or Friends</td></tr>
<tr><td>L7</td><td>Conference or Event</td></tr>
<tr><td>L8</td><td>Contract Lodging (Booked by the Government)</td></tr>
<tr><td>L9</td><td>Rental Housing Used (Long Term TDY)</td></tr>
<tr><td>L10</td><td>Exempt IAW JTR</td></tr>
<tr><td>L11</td><td>TMC lodging assistance requested</td></tr>
<tr><td>L12</td><td>Group lodging required</td></tr>
<tr><td>L13</td><td>Contract Lodging (Not Booked by the Government)</td></tr>
<tr><td>L14</td><td>Rental Housing Used (Not Long Term TDY)</td></tr>
</table>

Data Entry Format Examples (booked lower rate available at non-preferred property):
</td></tr>
</table>

Instructions for TMC Daily Additional Required Elements	
Field ID	**Description**
	<table><tr><td>Sabre</td><td>5.S*UD55-DTMO7- S3*L3</td></tr><tr><td>Worldspan</td><td>5/DTMO/7-S3*L3</td></tr></table> **LRP (Law, Regulation, or Policy):** Title 5 U.S.C. 5911 Created by section 914 of the FY2015 NDAA
8	**LODGING RATE CODE** Enter rate code from hotel segment; e.g., GOV for Government Rate, MIL for Military Rate, XVL for DoD Preferred Commercial Lodging, XVU for FedRooms Rate, RAC for Regular Hotel Rate, etc. **Data Capture Requirements:** • Applicable to PNRs with lodging reservations • All lodging segments • At time of booking **Data Entry Format Examples** (DoD Preferred Commercial Lodging booked)**:** <table><tr><td>Sabre</td><td>5.S*UD55-DTMO8-S3*XVL</td></tr><tr><td>Worldspan</td><td>5/DTMO/8-S3*XVL</td></tr></table> **LRP (Law, Regulation, or Policy):** Title 5 U.S.C. 5911 Created by section 914 of the FY2015 NDAA Updated in section 642 of the FY2021 NDAA
9	**REASON CODES FOR USE/NON-USE OF DOD LODGING** Enter code from the table below. **Data Capture Requirements:** • Applicable to CTO/TMC created PNRs with lodging reservations and CTO/TMC assist PNRs where the TMC assists in booking lodging reservations. • If DoD lodging arrangements are required by the TMC contract • All segments where DoD lodging is applicable • At booking <table><tr><th>Code</th><th>Description</th></tr><tr><td>H0</td><td>DoD Lodging Booked</td></tr><tr><td>H1</td><td>No rooms available. Non-Availability (NA) Confirmation Number issued.</td></tr><tr><td>H2</td><td>Exempted by order issuing agency.</td></tr></table>

Instructions for TMC Daily Additional Required Elements	
Field ID	**Description**
	H3 | DoD Lodging not offered at location.
	Data Entry Format Examples (No rooms available TMC received NA Confirmation)**:**
	Sabre | 5.S*UD55-DTMO9-S3*H1
	Worldspan | 5/DTMO/9-S3*H1
	LRP (Law, Regulation, or Policy):
	Title 5 U.S.C. 5911
	Created by section 914 of the FY2015 NDAA
	Updated in section 642 of the FY2021 NDAA
10	**REQUEST ID (AKA TANUM/TRAVEL AUTHORIZATION NUMBER)**
	Provide the travel authorization/order number.
	Data Capture Requirements:
	• Applicable to all PNRs (If the DK used is for Contractor travel enter CONTRACTOR. If the DK use is for Leisure/LICWO enter LEISURE)
	• At PNR level
	• Prior to ticketing
	Data Entry Format Examples:
	Sabre | 5.S*UD55-DTMO10-TA010112
	Worldspan | 5/DTMO/10-TA010112
11	**DOD COMPONENT**
	Enter code from the table below.
	Data Capture Requirements:
	• Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNRs where the TMC assists in booking air or rail segments
	• At PNR level
	• Prior to ticketing
	Note: DTS provides the DoD component in the PNR General Remarks field.

Code	Description
A	Department of the Army
C	Coast Guard
F	Department of the Air Force
J	Joint Staff/Command

Instructions for TMC Daily Additional Required Elements	
Field ID	**Description**
	<table><tr><td>N</td><td>Department of the Navy</td></tr><tr><td>M</td><td>United States Marine Corps</td></tr><tr><td>S</td><td>Space Force</td></tr><tr><td>X</td><td>Other DoD Components</td></tr></table> **Data Entry Format Examples (traveler is Army):** <table><tr><td>Sabre</td><td>5.S*UD55-DTMO11-A</td></tr><tr><td>Worldspan</td><td>5/DTMO/11-A</td></tr></table>
12	**TRAVEL PURPOSE IDENTIFIER** Enter code from the table below. **Data Capture Requirements:** • Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNRs and DTS PNRs with OTECCT segment(s). • PNR level • Prior to ticketing Note: DTS provides the Travel Purpose Identifier in the PNR General Remarks field. <table><tr><th>Code</th><th>Description</th></tr><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></table>

Instructions for TMC Daily Additional Required Elements	
Field ID	**Description**

10	Special missions travel
11	Emergency travel (Official)
12	Other Travel
13	CONFERENCE- NON-TRAINING (DTS Trip Purpose)
14	EMERGENCY – PERSONAL (DTS Trip Purpose)
15	MISSION – OPERATIONAL (DTS Trip Purpose)
16	SPECIAL AGENCY MISSION (DTS Trip Purpose)
17	TRAINING (DTS Trip Purpose)

Data Entry Format Examples (travel purpose is training):

Sabre	5.S*UD55-DTMO12-2
Worldspan	5/DTMO/12-2

LRP (Law, Regulation, or Policy):

JTR Chapter 3 Part A-E

13

TRAVELER'S GOVERNMENT E-MAIL ADDRESS

Provide the traveler's Government e-mail address.

Data Capture Requirements:

- Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNRs where the TMC assists in booking air or rail segments.
- PNR level
- Prior to ticketing

Data Entry Format Examples:

Sabre	5.S*UD55-DTMO13-joe.c.traveler.mil@mail.mil
Worldspan	5/DTMO/13-joe.c.traveler.mil@mail.mil

14

SITE IDENTIFIER

Provide the government assigned Site Identifier.

Data Capture Requirements:

<table>
<tr><th colspan="2">Instructions for TMC Daily Additional Required Elements</th></tr>
<tr><th>Field ID</th><th>Description</th></tr>
<tr><td></td><td>

All PNRs
PNR level
At booking

Data Entry Format Examples:
<table>
<tr><td>Sabre</td><td>5.S*UD55-DTMO14-12345</td></tr>
<tr><td>Worldspan</td><td>5/DTMO/14-12345</td></tr>
</table>
</td></tr>
<tr><td>15</td><td>
<u>USE/NON-USE OF CONTRACT AIR</u>
Enter reason code from the table below.

Data Capture Requirements:

Applicable to all PNRs with air reservations
All air segments
Prior to ticketing

Note: DTS passes the applicable reason code in the PNR W (Air) Remarks Field.
<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>C0</td><td>Contract Fare Used</td></tr>
<tr><td>A</td><td>Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip</td></tr>
<tr><td>B</td><td>The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours</td></tr>
<tr><td>C</td><td>A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered);
Note to paragraph (c): This exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the non-contract carrier is restricted to Government and military travelers performing official business and may be purchased only with a contractor-issued charge card, centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares) or GTR where the two previous options are not available.</td></tr>
<tr><td>D</td><td>Cost effective rail service is available and is consistent with mission requirements</td></tr>
</table>
</td></tr>
</table>

Instructions for TMC Daily Additional Required Elements	
Field ID	**Description**
	<table><tr><td>E</td><td>Smoking is permitted on the contract air carrier and the nonsmoking section of the contract aircraft is not acceptable to you</td></tr><tr><td>F</td><td>Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the travel management service upon booking is not a mandatory user of the Government's contract city-pair fares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Government.</td></tr><tr><td>G</td><td>If the Government contract city-pair carrier offers a lower cost capacity-controlled coach class contract fare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity-controlled fare when it is available and meet mission needs.</td></tr><tr><td>H1</td><td>Traveler refused contract fare because: Airport specified.</td></tr><tr><td>H2</td><td>Traveler refused contract fare because: Carrier specified.</td></tr><tr><td>H3</td><td>Traveler refused contract fare because: Routing specified.</td></tr><tr><td>H4</td><td>Traveler refused contract fare because: Time specified.</td></tr><tr><td>H5</td><td>Traveler refused contract fare because: Personal reasons.</td></tr><tr><td>I</td><td>No cost ticket (e.g., Frequent Flyer).</td></tr><tr><td>J</td><td>FMS.</td></tr><tr><td>K</td><td>No contract fare in market.</td></tr></table> **Data Entry Format Examples** (contract carrier used for all four air segments)**:** <table><tr><td>Sabre</td><td>5.S*UD55-DTMO15-S1*C0/S2*C0/S3*C0/S4*C0</td></tr><tr><td>Worldspan</td><td>5/DTMO/15-S1*C0/S2*C0/S3*C0/S4*C0</td></tr></table>
16	**This field is not used**
17	**This field is not used**
18	**This field is not used**
19	**This field is not used**
20	**This field is not used**
21	**This field is not used**
22	**DoD LODGING NON-AVAILABILITY (NA) CONFIRMATION NUMBER**

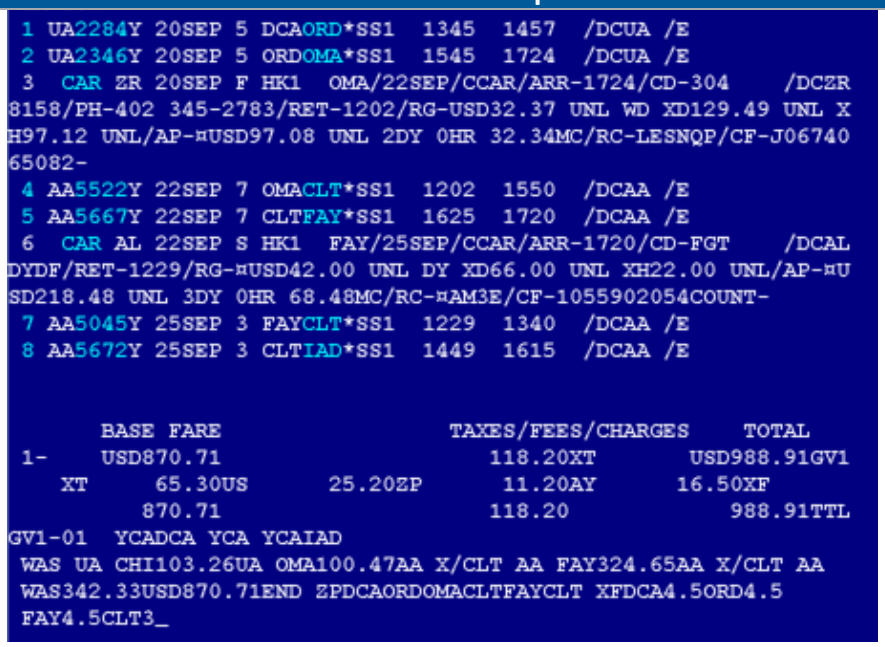
<table>
<tr><th colspan="2">Instructions for TMC Daily Additional Required Elements</th></tr>
<tr><th>Field ID</th><th>Description</th></tr>
<tr><td></td><td>Enter NA confirmation number that is provided by the facility if reported “H1” in Field 9 – Reason Codes for Use/Non-Use of DoD Lodging.

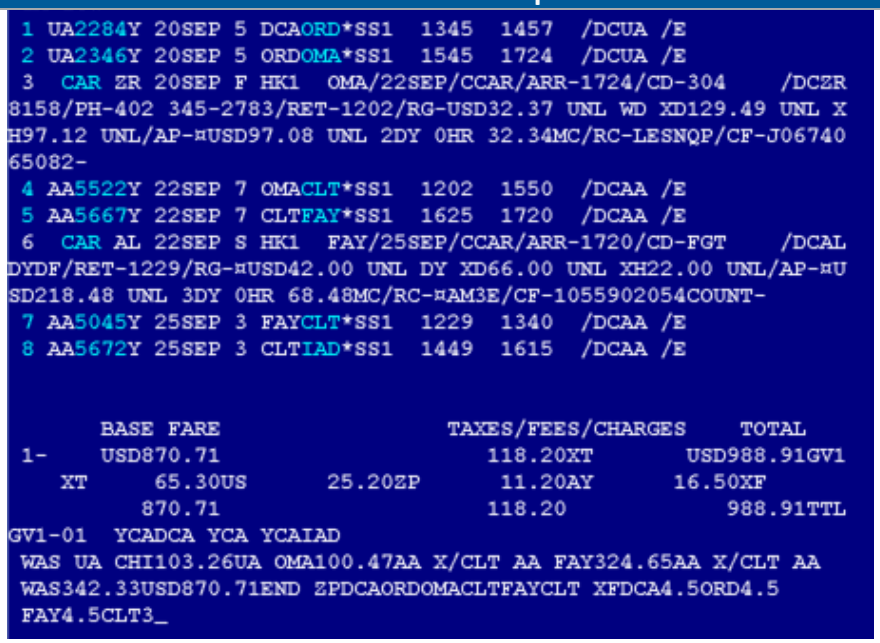
Data Capture Requirements:
• Applicable to CTO/TMC created PNRs with lodging reservations and CTO/TMC assist PNRs where the TMC assists in booking lodging reservations.
– If DoD lodging arrangements are required by the TMC contract
• All segments where DoD lodging is applicable and wasn’t available
• At booking

Data Entry Format Example:
<table><tr><td>Sabre</td><td>5.S*UD55-DTMO22-S3*16AL222222222222</td></tr><tr><td>Worldspan</td><td>5/DTMO/22-S3*16AL222222222222</td></tr></table>
LRP (Law, Regulation, or Policy):
Financial Management Regulation DoD 7000.14R Volume 9, Chapter 5, January 2020 050801
JTR 020303</td></tr>
<tr><td>23</td><td><u>This field is not used.</u></td></tr>
<tr><td>24</td><td><u>This field is not used.</u></td></tr>
<tr><td>25</td><td><u>AIR/RAIL COST BY LEG/SEGMENT</u>
Enter airline/rail leg/segment cost using the linear fare construction from the GDS pricing.

Data Capture Requirements:
• All PNRs with air/rail reservations
• All air/rail segments
– For through fares with multiple segments
▪ Enter base fare in the last segment associated to the fare
▪ Enter 0.00 for preceding segments associated to the fare
• Prior to ticketing

Pricing Example:</td></tr>
</table>

Instructions for TMC Daily Additional Required Elements	
Field ID	**Description**
	 1 UA2284Y 20SEP 5 DCAORD*SS1 1345 1457 /DCUA /E 2 UA2346Y 20SEP 5 ORDOMA*SS1 1545 1724 /DCUA /E 3 CAR ZR 20SEP F HK1 OMA/22SEP/CCAR/ARR-1724/CD-304 /DCZR 8158/PH-402 345-2783/RET-1202/RG-USD32.37 UNL WD XD129.49 UNL X H97.12 UNL/AP-¤USD97.08 UNL 2DY 0HR 32.34MC/RC-LESNQP/CF-J06740 65082- 4 AA5522Y 22SEP 7 OMACLT*SS1 1202 1550 /DCAA /E 5 AA5667Y 22SEP 7 CLTFAY*SS1 1625 1720 /DCAA /E 6 CAR AL 22SEP S HK1 FAY/25SEP/CCAR/ARR-1720/CD-FGT /DCAL DYDF/RET-1229/RG-¤USD42.00 UNL DY XD66.00 UNL XH22.00 UNL/AP-¤U SD218.48 UNL 3DY 0HR 68.48MC/RC-¤AM3E/CF-1055902054COUNT- 7 AA5045Y 25SEP 3 FAYCLT*SS1 1229 1340 /DCAA /E 8 AA5672Y 25SEP 3 CLTIAD*SS1 1449 1615 /DCAA /E BASE FARE TAXES/FEES/CHARGES TOTAL 1- USD870.71 118.20XT USD988.91GV1 XT 65.30US 25.20ZP 11.20AY 16.50XF 870.71 118.20 988.91TTL GV1-01 YCADCA YCA YCAIAD WAS UA CHI103.26UA OMA100.47AA X/CLT AA FAY324.65AA X/CLT AA WAS342.33USD870.71END ZPDCAORDOMACLTFAYCLT XFDCA4.5ORD4.5 FAY4.5CLT3_ **Data Entry Format Examples (based on the pricing example above):** Sabre: 5.S*UD55-DTMO25-S1*103.26/S2*100.47/S4*0.00/S5*324.65/S7*0.00/S8*342.33 Worldspan: 5/DTMO/25-S1*103.26/S2*100.47/S4*0.00/S5*324.65/S7*0.00/S8*342.33
26	**<u>TOTAL TRANSPORTATION COST</u>** Enter the total airline, bus, rail, or water ticket cost. **Data Capture Requirements:** • All PNRs with air, bus, rail, and water reservations • Ticket level – Enter the total air, bus (individual), rail, and water cost in the last segment associated with each ticket. For bus charters, enter the total cost for the charter. • Prior to ticketing **Pricing Example from GDS for air:**

Instructions for TMC Daily Additional Required Elements	
Field ID	**Description**
	 **Data Entry Format Examples (based on the pricing example above):**

```
 1 UA2284Y 20SEP 5 DCAORD*SS1  1345  1457  /DCUA /E
 2 UA2346Y 20SEP 5 ORDOMA*SS1  1545  1724  /DCUA /E
 3  CAR ZR 20SEP F HK1  OMA/22SEP/CCAR/ARR-1724/CD-304    /DCZR
8158/PH-402 345-2783/RET-1202/RG-USD32.37 UNL WD XD129.49 UNL X
H97.12 UNL/AP-¤USD97.08 UNL 2DY 0HR 32.34MC/RC-LESNQP/CF-J06740
65082-
 4 AA5522Y 22SEP 7 OMACLT*SS1  1202  1550  /DCAA /E
 5 AA5667Y 22SEP 7 CLTFAY*SS1  1625  1720  /DCAA /E
 6  CAR AL 22SEP S HK1  FAY/25SEP/CCAR/ARR-1720/CD-FGT    /DCAL
DYDF/RET-1229/RG-¤USD42.00 UNL DY XD66.00 UNL XH22.00 UNL/AP-¤U
SD218.48 UNL 3DY 0HR 68.48MC/RC-¤AM3E/CF-1055902054COUNT-
 7 AA5045Y 25SEP 3 FAYCLT*SS1  1229  1340  /DCAA /E
 8 AA5672Y 25SEP 3 CLTIAD*SS1  1449  1615  /DCAA /E


      BASE FARE                 TAXES/FEES/CHARGES    TOTAL
 1-   USD870.71                    118.20XT       USD988.91GV1
   XT     65.30US      25.20ZP      11.20AY      16.50XF
         870.71                    118.20            988.91TTL
GV1-01  YCADCA YCA YCAIAD
 WAS UA CHI103.26UA OMA100.47AA X/CLT AA FAY324.65AA X/CLT AA
 WAS342.33USD870.71END ZPDCAORDOMACLTFAYCLT XFDCA4.5ORD4.5
 FAY4.5CLT3_
```

Sabre	5.S*UD55-DTMO26-S8*988.91
Worldspan	5/DTMO/26-S8*988.91

27

TOTAL BASE AIR/RAIL FARE COST

Enter the total airline base fare.

Data Capture Requirements:

- All PNRs with air/rail reservations
- Ticket level
  - Enter the total base air/rail cost in the last segment associated with each ticket
- Prior to ticketing

Pricing Example:

```
 1 UA2284Y 20SEP 5 DCAORD*SS1   1345  1457  /DCUA /E
 2 UA2346Y 20SEP 5 ORDOMA*SS1   1545  1724  /DCUA /E
 3  CAR ZR 20SEP F HK1  OMA/22SEP/CCAR/ARR-1724/CD-304    /DCZR
8158/PH-402 345-2783/RET-1202/RG-USD32.37 UNL WD XD129.49 UNL X
H97.12 UNL/AP-¤USD97.08 UNL 2DY 0HR 32.34MC/RC-LESNQP/CF-J06740
65082-
 4 AA5522Y 22SEP 7 OMACLT*SS1   1202  1550  /DCAA /E
 5 AA5667Y 22SEP 7 CLTFAY*SS1   1625  1720  /DCAA /E
 6  CAR AL 22SEP S HK1  FAY/25SEP/CCAR/ARR-1720/CD-FGT    /DCAL
DYDF/RET-1229/RG-¤USD42.00 UNL DY XD66.00 UNL XH22.00 UNL/AP-¤U
SD218.48 UNL 3DY 0HR 68.48MC/RC-¤AM3E/CF-1055902054COUNT-
 7 AA5045Y 25SEP 3 FAYCLT*SS1   1229  1340  /DCAA /E
 8 AA5672Y 25SEP 3 CLTIAD*SS1   1449  1615  /DCAA /E


      BASE FARE                  TAXES/FEES/CHARGES     TOTAL
1-    USD870.71                     118.20XT       USD988.91GV1
   XT     65.30US      25.20ZP       11.20AY      16.50XF
         870.71                     118.20             988.91TTL
GV1-01  YCADCA YCA YCAIAD
 WAS UA CHI103.26UA OMA100.47AA X/CLT AA FAY324.65AA X/CLT AA
 WAS342.33USD870.71END ZPDCAORDOMACLTFAYCLT XFDCA4.5ORD4.5
 FAY4.5CLT3_
```

Data Entry Format Examples (based on the pricing example above):

Sabre	5.S*UD55-DTMO27-S8*870.71
Worldspan	5/DTMO/27-S8*870.71

28

This field is not used

29

This field is not used

30

RANK/GRADE OF TRAVELER

Enter the traveler's military rank or civilian grade code from the table below.

Data Capture Requirements:

- Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNRs and DTS PNRs with OTECCT segment(s).Ticket level
- Prior to ticketing

DTS passes the traveler's rank/grade in the PNR (P) Remarks field.

Code	Description
E1 – E9	Military Enlisted
O1 – O9	Military Officer

GS1 – GS15	General Schedule (GS) Employees
SES1 – SES3	Senior Executive Service
CWO	Chief Warrant Officer
NG	Non-Government Traveler

Data Entry Format Examples (Traveler's rank is O2):

Sabre	5.S*UD55-DTMO30-O2
Worldspan	5/DTMO/30-O2

31

TRAVELER TYPE

Enter the code from the table below.

Data Capture Requirements:

- Applicable to CTO/TMC created PNRs with air, rail, or bus reservations and CTO/TMC assist PNRs where the TMC assists in booking air, rail, or bus segments.
- Ticket level
- Prior to ticketing

DTS passes the traveler's rank/grade in the PNR (P) Remarks field.

Code	Description
A	Accession Travel (Recruit)
C	Civilian Government Employee
D	Dependent of Military Officer
E	Military Enlisted
F	Prisoner
G	Dependent of Military Enlisted
H	Dependent of Civilian Employee
I	Invitational
K	Contractor/Cost Charge Travel
L	Leisure / LICWO / Unofficial Travel

O	Military Officer
P	Dependent Student
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
W	Warrant Officer

Data Entry Format Examples (traveler is a Military Officer):

Sabre	5.S*UD55-DTMO31-O
Worldspan	5/DTMO/31-O

32 **ORIGIN/DESTINATION (O/D) INDICATOR**

Enter the code in accordance with the instructions below.

Data Capture Requirements:

- All PNRs with air, rail, and bus reservations
- All air, rail, and bus segments
- Enter "D" if the segment is for travel between the O/D with no connections.
- For multiple segments/connections for travel between the O/D
  - Enter "T" in the outbound/connecting segments preceding the destination
  - Enter "D" in the destination segment
- Prior to ticketing

Example:
Outbound - O/D is DCA to TUS with connections in ATL and DFW.
Return - O/D is TUS to DCA with connection in ATL.

Segment	Travel Date	Start	Finish	Fare Basis	O/D Destination Indicator
01	30SEP	DCA	ATL	KCADCA	T
02	30SEP	ATL	DFW	LCA	T
03	30SEP	DFW	TUS	HCA	D
04	14JAN	TUS	ATL	YCA	T
05	14JAN	ATL	DCA	YCA	D

Data Entry Format Examples (based on the example above):

Sabre	5.S*UD55-DTMO32-S1*T/S2*T/S3*D/S4*T/S5*D
Worldspan	5/DTMO/32-S1*T/S2*T/S3*D/S4*T/S5*D

33 **RESTRICTED FARE REFUSAL**

Enter the amount of the restricted fare that was offered but declined by the traveler in accordance with the instructions below.

Data Capture Requirements:

- Ticket level
- Enter the declined fare inclusive of taxes and fees
- At the time of booking
- Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNR with air or rail reservations where a restricted fare was available and declined by the traveler
- Any savings compared to the lowest unrestricted fare in non-contract markets

Note: In markets where a US flag carrier is available, a foreign flag carrier offering a lower fare may not be used as the comparison regardless of savings.

Data Entry Format Examples:(based on the example above):

Sabre	5.S*UD55-DTMO33-500.00
Worldspan	5/DTMO/33- 500.00

34 **This field is not used.**

35 **TMC TICKET TRANSACTION TYPE**

Enter code from the table below.

Data Capture Requirements:

- Applicable to all PNRs with an air or rail reservation
- Enter the code in the last segment of the ticket
- Prior to ticketing

Code	Description
N	Original Ticket • Initial reporting of sale of ticket/segment(s)
E	Exchange Ticket • Value of original ticket/segment(s) being exchanged for a new ticket • Applies to the original ticket/segment(s) being exchanged, not the new ticket being issued
R	Refund • Refunded ticket/segment(s) other than an exchange with refund
S	Reissued Ticket

			• Original ticket/segment(s) is (are) refunded and a new ticket is issued • Applies to the new ticket being issued, not the original ticket/segments(s) being refunded

Data Entry Format Examples (new issued ticket with four segments):

Sabre	5.S*UD55-DTMO35- S4*N
Worldspan	5/DTMO/35-S4*N

36 **<u>This field is not used.</u>**

37 **<u>COUNT OF BUS PASSENGERS</u>**

- If individual traveler, enter 1
- If charter, enter the total number of bus passengers

Data Capture Requirements:

- All PNRs with bus reservations
- All bus segments

Data Entry Format Examples (example of charter with 26 passengers):

Sabre	5.S*UD55-DTMO37-S1*26
Worldspan	5/DTMO/37- S1*26

38 **<u>TRANSACTION FEE NUMBER</u>**

Enter transaction fee number

Data Capture Requirements:

- All PNRs where a point of sale transaction fee has been charged
- Upon fee issuance and prior to end transaction

Report at ticket level

Data Entry Format Examples (assumes 2 PAX/2 fees)

Sabre	5.S*UD55-DTMO38-S4*8901234567890/S8*8901234567891
Worldspan	5/DTMO/38-S4*8901234567890/S8*8901234567891

39 **<u>TRANSACTION FEE COST</u>**

Enter the transaction fee amount.

Data Capture Requirements:

- All PNRs where a point of sale transaction fee has been charged
- Upon fee issuance and prior to end transaction

Report at ticket level

Data Entry Format Examples (assumes 2 PAX/2 fees)

Sabre	5.S*UD55-DTMO39-S4*5.00/S8*5.00
Worldspan	5/DTMO/39-S4*5.00/S8*5.00

40

TRANSACTION FEE TYPE

Enter code from the table below.

Data Capture Requirements:

- All PNRs where a point of sale transaction fee has been charged
- Upon fee issuance and prior to end transaction

Report at ticket level

Code	Description
AM	AMC Patriot Express (if required to book per contract)
BT	Bus Individual
CV	Bus Charter
CT	DoD Contractor Travel
CA	TMC Assist
CR	TMC Assist Non-Air/Rail
DT	DTS
ET	ETS2
HR	Human Remains
LI	LICWO
MD	Military Working Dog
PT	Pet Travel
TP	Paper Ticket Issuance
FR	Foreign Rail

Data Entry Format Examples (assumes 2 PAX/2 fees)

Sabre	5.S*UD55-DTMO40-DT*5.00/S8*DT
Worldspan	5/DTMO/40-S4*DT/S8*DT

41

TRANSACTION FEE RESERVATION TYPE

Enter code from the table below.

Data Capture Requirements:

- All PNRs where a point of sale transaction fee has been charged and if entered "CA" (TMC Assist) or "CR" (TMC Assist Non-Air/Rail) in **FIELD 40 TRANSACTION FEE TYPE**
- Upon fee issuance and prior to end transaction

Report at ticket level

TRANSACTION FEE RESERVATION TYPE	
Code	**Description**
1	Air
2	Rail
3	Car
4	Commercial Lodging
5	DoD Lodging

Data Entry Format Examples (assumes 2 PAX/2 fees)

Sabre	5.S*UD55-DTMO41-S4*1/S8*1
Worldspan	5/DTMO/41-S4*1/S8*1

42

TRANSACTION FEE JUSTIFICATION CODE

Enter code from the table below.

Data Capture Requirements:

- All PNRs where a point of sale transaction fee has been charged and if entered "CA" (TMC Assist) or "CR" (TMC Assist Non-Air/Rail) in **FIELD 40 TRANSACTION FEE TYPE** Upon fee issuance and prior to end transaction

Report at ticket level

Code	Description
A	Traveler Requested Assistance via DTS (does not apply to reservations that cannot be booked/ticketed in the contractor's chosen GDS but can be in another GDS).
B	Traveler/Government Representative requested assistance via phone, email, fax, or in person, resulting in the TMC's modifying the DTS PNR.
C	Industry Driven (e.g. TSA Secure Flight Data not passed to DTS PNR)
D	COR Initiated (e.g. temporary workarounds due to DTS system problem as specified in the PWS)

E	Government Travel Charge Card Declined (may only be used with RESERVATION TYPE 1(Air) or 2 (Rail)
T	TMC assist PNR (reservations made as a result of a request made in person, or via phone, email, or fax.)
TR	TMC assist PNR (arranged through Transportation Office)

Data Entry Format Examples (assumes 2 PAX/2 fees)

Sabre	5.S*UD55-DTMO42-S4*A/S8*A
Worldspan	5/DTMO/42-S4*A/S8*A

10. Other than Economy/Coach Class Transportation (OTECCT) Validation

The Contractor shall support the Government's validation process for all OTECCT by taking the following actions:

- Receive records containing OTECCT segments via email to the address designated by the Contractor
- Review records for completeness and accuracy
- Correct missing and erroneous data via the PNR as required

OTECCT Validation analysis shall be submitted to the Government five business days after receipt of the email.

11. Instructions for TMC Monthly File

11.1. General File Preparation and Submission Instructions

The Contractor shall:

- Provide data on all travel arrangements to include, but not limited to, air, rail, bus, rental vehicle, and lodging arrangements
- Provide a single file per contract
- Provide files for all tickets/invoices issued during the reporting period
- Reporting period is the 1st calendar day of the month through the last calendar day of the month
- Where ticket level reporting is required, associate the entry with the final segment of the ticket in question.
- Report travel at the segment level.
- Use the PNR level segment numbers (includes non-air segments in numbering). DO NOT use the tickets' flight coupon numbers.
- Report transaction fee data on the final segment of the ticket to which the fee applies.
- Report all tickets issued (original issues, voids, refunds, exchanges, and reissues)
- Left justify values that do not fill the entire field length, do not front fill with a zero(s) (except as noted)
- Provide files for six months after contract expiration to capture updates or refunds
- Use the following file naming convention:
    - V09_YYYYMM_###_CONTRACTOR_NAME.TXT
        - V09 is an internal format identifier used by the DTMO.
        - YYYY is the four-digit calendar year
        - MM format is the two-digit month. If the reporting month is January through September, front fill the month with a zero e.g. 01 represents January.
        - ### is a unique reference number that the Government will provide after contract award. If the reference number contains fewer than 3 digits, front fill with zeros.
        - Example: ABC Travel's file for activity ticketed/invoiced in October 2020 with a contract ID of 23 would be named V09_202010_023_ABC TRAVEL.TXT
    - **Note**: Erroneously named files may be rejected and considered undelivered

- Submit data files via the DTMO's Secure Communications Portal (SCP)
- Register authorized personnel for access to the SCP at: https://www.defensetravel.dod.mil/Passport
- Direct questions regarding access, instructions formatting, and transmissions to: dodhra.mc-alex.dtmo.mbx.CTIM@mail.mil

11.2. File Processing Reports (FPR) and data corrections

The Contractor shall:

- Receive one FPR for each CTIM file and each CTIM corrections file submitted
- Receive FPRs via the Contractor's designated email address
- The FPR will provide data quality statistics and instructions for correcting errors (if applicable)
- If the FPR reflects data errors, the Contractor shall access the "Error Reports" folder, which is located on the SCP site, to obtain details regarding the files in error
- Two files will be found at the SCP error folder
    - A file named ####_##_#####_issues.xlsx, which itemized the specific error(s) found on each rejected record. ####_##_#####_refers to the reporting year (calendar), reporting month, and a unique sequence number assigned to the file upon download
    - A file named ####_##_#####_records.txt, which is an extract of the original file submitted by the TMC, containing only the failed records. ####_##_#####_refers to the reporting year(calendar), reporting month, and a unique sequence number assigned to the file upon download
- Correct the errors in the ####_##_#####_records.txt file
- Rename the corrections file as instructed in the FPR
- Submit the corrected files via the SCP no later than the date noted in the FPR; the Contractor will always be given a minimum of 7 calendar days to prepare and return the corrected file.

11.3. TMC Monthly File Format

The TMC Monthly file will be prepared as a fixed-width text file. No field delimiter should be used. No header or footer row should be used.

TMC Monthly File Format			
Field	**Position**	**Length**	**Field Name/Description**
1	**1 to 20**	**20**	**SEGMENT UID** A unique ID assigned by the TMC that will identify a single travel segment in the database. This values to be used to populate this field will be defined by the TMC with the following considerations: • The UID will be unique and assigned at the travel segment level. • If TMC has multiple contracts, the number will not be repeated under other contracts. • The field is alpha/numeric with no special characters. • All alpha characters will be recorded as upper case in our database (“ABC” will be equivalent to “abc”). Do not use upper/lower case to differentiate between UIDs. • The ID used when a segment is first reported will be used for any future reporting of the same ticket and segment in the same or future files (e.g., update/correction or refund) • When choosing a method for determining a unique ID, the Contractor shall ensure the ID is not based on fields within the record itself. If a record needs to be resubmitted, these fields may change.
2	**21 to 28**	**8**	**PREPARING OFFICE** Enter the International Air Transport Association (IATA) code of the ticketing office. **Data Capture Requirements:** • All PNRs
3	**29 to 36**	**8**	**TRANSPORTATION CHARGES** Enter base fare for each leg/segment using the linear fare construction from the GDS pricing for air and rail. For bus transportation, enter the base fare provided by the bus carrier. **Data Capture Requirements:** • All PNRs with air, bus, rail, and water reservations • All air, bus, rail, and water segments

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>

In USD with two decimals
Enter positive numbers for refunds
For through fares:

Enter base fare in the last segment of the ticket
Enter 0.00 for preceding segments of the ticket

For ticket exchanges:

Original ticket, enter the value of segment(s) being exchanged
New ticket, enter the value of the segments, not the add/collect or refund amount

See Appendix C for various exchange transactions reporting scenarios.
Example – Air Transaction:
<table>
<tr><th>Fare Basis</th><th>Origin</th><th>Destination</th><th>Trans. Charges</th><th>O/D</th></tr>
<tr><td>YDGDCA</td><td>DCA</td><td>ORD</td><td>504.19</td><td>X</td></tr>
<tr><td>YCA</td><td>ORD</td><td>OMA</td><td>157.21</td><td>O</td></tr>
<tr><td>YCA</td><td>OMA</td><td>CLT</td><td>0.00</td><td>X</td></tr>
<tr><td>YCA</td><td>CLT</td><td>FAY</td><td>422.33</td><td>O</td></tr>
<tr><td>YCAIAD</td><td>FAY</td><td>CLT</td><td>0.00</td><td>X</td></tr>
<tr><td>YCAIAD</td><td>CLT</td><td>IAD</td><td>419.53</td><td>O</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>37 to 43</td><td>7</td><td><u>TAXES AND MISCELLANEOUS CHARGES</u>
Enter the total taxes and other miscellaneous charges for the ticket in the last segment of the ticket.

Data Capture Requirements:

All PNRs with air, bus, rail, and water reservations
All air, bus, rail, and water segments
</td></tr>
<tr><td>5</td><td>44 to 44</td><td>1</td><td><u>MODE OF TRAVEL</u>
Enter code from the list below

Data Capture Requirements:

All PNRs
</td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>A</td><td>Air</td></tr>
<tr><td>B</td><td>Bus</td></tr>
<tr><td>R</td><td>Rail</td></tr>
<tr><td>W</td><td>Water (Cruise/Ferry/Water Taxi)</td></tr>
<tr><td>O</td><td>No Transportation Arrangements (i.e. car/hotel only)</td></tr>
</table>
</td></tr>
<tr><td>6</td><td>45 to 47</td><td>3</td><td><u>ORIGIN AIRPORT/RAIL/BUS STATION CODE</u>
If an airport, bus, rail, or water station code exists, enter the three letter station code.

If bus group movement, origin station code is the station code where the first passenger is picked up.

Data Capture Requirements:
• All PNRs with air, bus, or rail reservations
• All air, bus, and rail segments</td></tr>
<tr><td>7</td><td>48 to 67</td><td>20</td><td><u>ORIGIN CITY</u>
If no airport, bus, rail, or water station code exists, enter the origin city.

If bus group movement, origin city is the city where the first passenger is picked up.

Data Capture Requirements:
• If ORIGIN AIRPORT/RAIL/BUS STATION CODE is populated, this field may be null
• All PNRs with air, bus, or rail reservations
• All air, bus, and rail segments
• If the origin city name exceeds the 20 character limit, enter the first 20 characters</td></tr>
<tr><td>8</td><td>68 to 69</td><td>2</td><td><u>ORIGIN STATE</u>
If no airport, bus, rail, or water station code exists, and if ORIGIN COUNTRY is USA, enter the origin state code.

If bus group movement, origin state is the state where the first passenger is picked up.

Data Capture Requirements:
• If ORIGIN AIRPORT/RAIL/BUS STATION CODE is populated, this field may be null</td></tr>
</table>

TMC Monthly File Format			
Field	**Position**	**Length**	**Field Name/Description**
			• All PNRs with air, bus, rail, or water reservations • All air, bus, rail, and water segments • For domestic, use the standard two alpha postal state codes
9	**70 to 72**	**3**	**ORIGIN COUNTRY** If no airport, bus, rail, or water station code exists, enter the origin country code. If bus group movement, origin country is the country where the first passenger is picked up. **Data Capture Requirements:** • If **ORIGIN AIRPORT/RAIL/BUS STATION CODE** is populated, this field may be null • All PNRs with air, bus, rail, or water reservations • All air, bus, rail, and water segments • Use three character International Standards Organization (ISO) country codes
10	**73 to 75**	**3**	**DESTINATION AIRPORT/RAIL/BUS STATION CODE** If an airport, bus, rail, or water station code exists, enter the three letter code. If bus group movement, destination station code is the station code where the last passenger is dropped off. **Data Capture Requirements:** • All PNRs with air, bus, rail, or water reservations • All air, bus, rail, and water segments
11	**76 to 95**	**20**	**DESTINATION CITY** If no airport, bus, rail, or water station code exists, enter the destination city. If bus group movement, destination city is the city where the last passenger is dropped off. **Data Capture Requirements:** • If **DESTINATION AIRPORT/RAIL/BUS STATION CODE** is populated, this field may be null • All PNRs with air, bus, or rail reservations • All air, bus, and rail segments • If the origin city name exceeds the 20 character limit, enter the first 20 characters

TMC Monthly File Format			
Field	**Position**	**Length**	**Field Name/Description**
12	**96 to 97**	**2**	**DESTINATION STATE** If no airport, bus, rail, or water station code exists, and if **DESTINATION COUNTRY** is USA, enter the destination state code. If bus group movement, destination state is the state where the last passenger is dropped off. **Data Capture Requirements:** • If **DESTINATION AIRPORT/RAIL/BUS STATION CODE** is populated, this field may be null • All PNRs with air, bus, rail, or water reservations • All air, bus, rail, and water segments • For domestic, use the standard two alpha postal state codes
13	**98 to 100**	**3**	**DESTINATION COUNTRY** If no airport, bus, rail, or water station code exists, enter the destination country code. If bus group movement, destination country is the country where the last passenger is dropped off. **Data Capture Requirements:** • If **DESTINATION AIRPORT/RAIL/BUS STATION CODE** is populated, this field may be null • All PNRs with air, bus, rail, or water reservations • All air, bus, rail, and water segments • Use three character International Standards Organization (ISO) country codes
14	**101 to 120**	**20**	**FARE BASIS** Enter the complete fare basis code. **Data Capture Requirements:** • All PNRs with air and rail reservations • All air and rail segments
15	**121 to 135**	**15**	**BOOKED AIR/RAIL/BUS CARRIER** Enter the air, bus, rail, or water code for the carrier booked. For bus carriers, use the carrier's USDOT number. **Data Capture Requirements:** • All PNRs with air, bus, rail, and water reservations • All air, bus, rail and water segments • For air/rail, use standard carrier codes

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>• For bus and water, use the Standard Carrier Alpha Code (SCAC)

Example:
• AA 1234 operated by US Airways shall be reported as AA.</td></tr>
<tr><td>16</td><td>136 to 139</td><td>4</td><td><u>FLIGHT/TRAIN/BUS NUMBER</u>
• Enter the bus, flight, or train number.

Data Capture Requirements:
• All PNRs with air, bus or rail reservations
• All air, rail, and bus segments</td></tr>
<tr><td>17</td><td>140 to 152</td><td>13</td><td><u>TICKET NUMBER</u>
Enter the airline or rail ticket number.

Data Capture Requirements:
• All PNRs with air or rail reservations
• All air rail segments
• For non-GDS issued tickets, provide the ticket number issued by the air/rail carrier
• For conjunctive tickets enter the first ticket number on all segments
• Enter the PNR locator if the airline does not generate a ticket number

Examples:
• American Airlines (AA) validated ticket 1234567890 will be entered as 0011234567890
• Conjunctive tickets 0161234567895/896 validated on United Airlines will be entered as 0161234567895</td></tr>
<tr><td>18</td><td>153 to 153</td><td>1</td><td><u>ROUND TRIP INDICATOR</u>
Enter the round trip indicator code.

Data Capture Requirements:
• All PNRs with air, rail, and bus reservations
• Enter “R” for the destination segment
• For round-trip tickets, enter “R” for the destination segment and the first segment of the return

<table><tr><th>Routing</th><th>Connection</th><th>Round Trip Indicator</th></tr></table></td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>JAX – ATL</td><td>X</td><td></td></tr>
<tr><td>ATL – DCA</td><td>O</td><td>R</td></tr>
<tr><td>DCA – HSV</td><td>O</td><td>R</td></tr>
<tr><td>HSV – JAX</td><td>O</td><td></td></tr>
</table>
</td></tr>
<tr><td>19</td><td>154 to 160</td><td>7</td><td><u>RENTAL CAR RATE AMOUNT</u>
Enter rental car rate booked.

Data Capture Requirements:
• All PNRs with car reservations
• All car segments</td></tr>
<tr><td>20</td><td>161 to 161</td><td>1</td><td><u>RENTAL CAR RATE TYPE</u>
Enter code from the table below.

Data Capture Requirements:
• All PNRs with car reservations
• All car segments
• Code entered should be consistent with the amount entered in the RENTAL CAR RATE AMOUNT

<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>H</td><td>Hourly</td></tr>
<tr><td>D</td><td>Daily</td></tr>
<tr><td>W</td><td>Weekly</td></tr>
<tr><td>M</td><td>Monthly</td></tr>
</table>
</td></tr>
<tr><td>21</td><td>162 to 164</td><td>3</td><td><u>RENTAL CAR PICKUP LOCATION</u>
If pickup location is at an airport, enter the airport code. Enter the city code for non-airport pickup locations.

Data Capture Requirements:
• All PNRs with car reservations
• All car segments</td></tr>
<tr><td>22</td><td>165 to 167</td><td>3</td><td><u>RENTAL CAR DROP-OFF LOCATION</u>
If drop-off location is at an airport, enter the airport code. Enter the city code for non-airport drop-off locations.

Data Capture Requirements:
• All PNRs with car reservations</td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>• All car segments</td></tr>
<tr><td>23</td><td>168 to 169</td><td>2</td><td><u>RENTAL CAR VENDOR CODE</u>
Enter vendor code for the rental car company.

Data Capture Requirements:
• All PNRs with car reservations
• All car segments</td></tr>
<tr><td>24</td><td>170 to 170</td><td>1</td><td><u>RENTAL CAR VEHICLE TYPE</u>
Enter code from the table below.

Data Capture Requirements:
• All PNRs with car reservations
• All car segments

<table>
<tr><th>Code</th><th>Description</th></tr>
<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>O</td><td>SUV (all sizes)</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>V</td><td>Van/Minivan</td></tr>
<tr><td>W</td><td>Luxury Elite</td></tr>
</table></td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Y</td><td>Oversize</td></tr>
</table>
</td></tr>
<tr><td>25</td><td>171 to 172</td><td>2</td><td>
<u>SEGMENT SEQUENCE DESIGNATOR</u>
Enter the segment sequence designator. Report travel at the segment level. Use the PNR level segment numbers (includes non-air segments in numbering). DO NOT use the tickets' flight coupon numbers.

Data Capture Requirements:
• All PNRs with air, rail, and bus reservations
• All air, rail, and bus segments
• Designate the segment sequence in order of travel
• It is understood that if a non-air segment, such as car or hotel, is reported with its associated air segment, and another air segment follows on the ticket, the segment sequence designator will break as the segment sequence designator for the air segment will have been entered in this field
• Maintain the segment sequence designator for all subsequent reporting including refunds and exchanges

Examples:
• Recording sale of a ticket and a car booking
<table>
<tr><th>Origin Airport</th><th>Destination Airport</th><th>Car Airport</th><th>Segment Sequence Designator</th></tr>
<tr><td>JAX</td><td>ATL</td><td></td><td>1</td></tr>
<tr><td>ATL</td><td>LAX</td><td></td><td>2</td></tr>
<tr><td>LAX</td><td>MRY</td><td></td><td>3</td></tr>
<tr><td>MRY</td><td>SFO</td><td>SFO</td><td>4</td></tr>
<tr><td>SFO</td><td>IAD</td><td></td><td>6</td></tr>
</table>
Recording partial refund of a ticket
<table>
<tr><th>Origin</th><th>Destination</th><th>Segment Sequence Designator</th></tr>
<tr><td>LAX</td><td>MRY</td><td>3</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td>26</td><td>173 to 173</td><td>1</td><td><u>DOD COMPONENT</u>
Enter code from the table below.

Data Capture Requirements:
Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNRs where the TMC assists in booking air or rail segments
<table><tr><th>Code</th><th>Description</th></tr><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>S</td><td>Space Force</td></tr><tr><td>X</td><td>Other DoD Components</td></tr></table></td></tr>
<tr><td>27</td><td>174 to 176</td><td>3</td><td><u>LODGING CITY CODE</u>
If an airport or city code exists, enter the three letter code.

Data Capture Requirements:
All PNRs with lodging reservations
All lodging segments</td></tr>
<tr><td>28</td><td>177 to 196</td><td>20</td><td><u>LODGING CITY</u>
If no airport or city code exists, enter the lodging city name.

Data Capture Requirements:
If DESTINATION AIRPORT/RAIL/BUS STATION CODE is populated, this field may be null
All PNRs with lodging reservations
All lodging segments
If the lodging city name exceeds the 20 character limit, enter the first 20 characters</td></tr>
<tr><td>29</td><td>197 to 198</td><td>2</td><td><u>LODGING STATE</u>
If no airport, bus, rail, or water station code exists, and if DESTINATION COUNTRY is USA, enter the destination state code.

Data Capture Requirements:</td></tr>
</table>

TMC Monthly File Format			
Field	**Position**	**Length**	**Field Name/Description**
			• If **DESTINATION AIRPORT/RAIL/BUS STATION CODE** is populated, this field may be null • All PNRs with lodging reservations • All lodging segments • For domestic, use the standard two alpha postal state codes
30	**199 to 201**	**3**	**LODGING COUNTRY** If no airport, bus, rail, or water station code exists, enter the destination country code. **Data Capture Requirements:** • If **DESTINATION AIRPORT/RAIL/BUS STATION CODE** is populated, this field may be null • All PNRs with lodging reservations • All lodging segments • Use three character International Standards Organization (ISO) country codes
31	**202 to 203**	**2**	**LODGING VENDOR CODE** Enter lodging vendor code. **Data Capture Requirements:** • All PNRs with lodging reservations • All lodging segments
32	**204 to 210**	**7**	**LODGING CHARGE** Enter the daily lodging rate. **Data Capture Requirements:** • All PNRs with lodging reservations • All lodging segments
33	**211 to 220**	**10**	**LODGING RATE CODE** Enter rate code from hotel segment; e.g., GOV for Government Rate, MIL for Military Rate, XVL for DoD Preferred Commercial Lodging, XVU for FedRooms Rate, RAC for Regular Hotel Rate, etc. **Data Capture Requirements:** • Applicable to PNRs with lodging reservations • All lodging segments
34	**221 to 223**	**3**	**REASON CODES FOR USE/NON-USE OF CRAF CARRIER** Enter code from the table below. **Data Capture Requirements:**

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>

Applicable to CTO/TMC created PNRs with air reservations and CTO/TMC assist PNRs where the TMC assists in booking air reservations.
All air segments

<table>
<tr><th>Code</th><th>Description</th></tr>
<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 colspan="2">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>
</table>
</td></tr>
<tr><td>35</td><td>224 to 226</td><td>3</td><td>
<u>REASON CODES FOR USE/NON-USE OF CONTRACT AIR</u>
Enter code from table below.

Data Capture Requirements:

Applicable to all PNRs with air reservations
All air segments

Note:
DTS passes the applicable reason code in the PNR W (Air) Remarks Field.
<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>C0</td><td>Contract Fare Used</td></tr>
<tr><td>A</td><td>Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip</td></tr>
</table>
</td></tr>
</table>

TMC Monthly File Format				
Field	**Position**	**Length**	**Field Name/Description**	
			B	The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours
			C	A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered); Note to paragraph (c): This exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the non-contract carrier is restricted to Government and military travelers performing official business and may be purchased only with a contractor-issued charge card, centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares) or GTR where the two previous options are not available.
			D	Cost effective rail service is available and is consistent with mission requirements
			E	Smoking is permitted on the contract air carrier and the nonsmoking section of the contract aircraft is not acceptable to you
			F	Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the travel management service upon booking is not a mandatory user of the Government's contract city-pair fares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Government.
			G	If the Government contract city-pair carrier offers a lower cost capacity-controlled coach class contract fare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td>lower cost capacity-controlled fare when it is available and meet mission needs.</td></tr>
<tr><td>H1</td><td>Traveler refused contract fare because: Airport specified.</td></tr>
<tr><td>H2</td><td>Traveler refused contract fare because: Carrier specified.</td></tr>
<tr><td>H3</td><td>Traveler refused contract fare because: Routing specified.</td></tr>
<tr><td>H4</td><td>Traveler refused contract fare because: Time specified.</td></tr>
<tr><td>H5</td><td>Traveler refused contract fare because: Personal reasons.</td></tr>
<tr><td>I</td><td>No cost ticket (e.g., Frequent Flyer).</td></tr>
<tr><td>J</td><td>FMS.</td></tr>
<tr><td>K</td><td>No contract fare in market.</td></tr>
</table>
</td></tr>
<tr><td>36</td><td>227 to 228</td><td>2</td><td><u>REASON CODES FOR NON-USE OF AMC AIRLIFT ON INTERNATIONAL TRAVEL</u>
Enter code from the table below.

Data Capture Requirements:
• Applicable to CTO/TMC created PNRs with international air reservations and CTO/TMC assist PNRs where the TMC assists in booking international air reservations.
• If reason code is provided by the Government or if TMC is required to book AMC/PE per contract
<table>
<tr><th>Code</th><th>Description</th></tr>
<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>
</table>
</td></tr>
<tr><td>37</td><td>229 to 230</td><td>2</td><td><u>REASON CODE FOR OTHER THAN ECONOMY/COACH CLASS TRANSPORTATION (OTECCT)</u>
Enter code from the table below.

Data Capture Requirements:
• All PNRs with OTECCT reservations</td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>
All segments with OTECCT
<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>A</td><td>Lower Class Not Available in Time</td></tr>
<tr><td>B</td><td>Medical</td></tr>
<tr><td>C</td><td>Security</td></tr>
<tr><td>D</td><td>Mission</td></tr>
<tr><td>E</td><td>Only first class provided (if highest class of service is First)/Only business class provided (if highest class of service is Business)</td></tr>
<tr><td>F</td><td>Non-Federal funding source (must be used in conjunction with A - E)</td></tr>
<tr><td>G</td><td>Congressional Travel (must be used in conjunction with A - E)</td></tr>
<tr><td>H</td><td>(Business Class Only) Foreign flag coach not adequate</td></tr>
<tr><td>I</td><td>(Business Class Only) Over 14 hours</td></tr>
<tr><td>J</td><td>(Business Class Only) Required by foreign government regulations, MOU/MOA/SOFA</td></tr>
<tr><td>K</td><td>(Business Class Only) Use of business class results in an overall savings on the trip</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 (e.g. Leisure, LICWO, Contractor Travel, etc.)</td></tr>
<tr><td>N</td><td>Premium class is lower than YCA and/or lower than lowest unrestricted coach fare (e.g. GDS auto-priced premium as the lowest applicable unrestricted fare)</td></tr>
<tr><td>O</td><td>Airline automatic upgrade (e.g. “UP” fares)</td></tr>
</table>
</td></tr>
<tr><td>38</td><td>231 to 232</td><td>2</td><td><u>REASON CODES FOR USE/NON-USE OF DOD LODGING</u>
Enter code from the table below.

Data Capture Requirements:</td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>

Applicable to CTO/TMC created PNRs with lodging reservations and CTO/TMC assist PNRs where the TMC assists in booking lodging reservations.
If DoD lodging arrangements are required by the TMC contract
All segments where DoD lodging is applicable

<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>H0</td><td>DoD Lodging used</td></tr>
<tr><td>H1</td><td>No rooms available. Non-Availability (NA) Confirmation Number issued.</td></tr>
<tr><td>H2</td><td>Exempted by order issuing agency.</td></tr>
<tr><td>H3</td><td>DoD lodging not offered at location.</td></tr>
</table>
</td></tr>
<tr><td>39</td><td>233 to 252</td><td>20</td><td><u>DoD NON-AVAILABILITY (NA) CONFIRMATION NUMBER</u>
Enter NA confirmation number if reported “H1” in REASON CODES FOR USE/NON-USE OF DOD LODGING.

Data Capture Requirements:

Applicable to CTO/TMC created PNRs with lodging reservations and CTO/TMC assist PNRs where the TMC assists in booking lodging reservations.

If DoD lodging arrangements are required by the TMC contract

All segments where DoD lodging is applicable and wasn’t available

</td></tr>
<tr><td>40</td><td>253 to 256</td><td>4</td><td><u>USE/NON-USE OF DOD PREFERRED COMMERCIAL LODGING</u>
Enter code from table below.

Data Capture Requirements:

Applicable to CTO/TMC created PNRs with lodging reservations and CTO/TMC assist PNRs where the TMC assists in booking lodging reservations.
All segments where DoD Preferred Lodging is applicable

<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>L0</td><td>DoD Preferred Commercial Lodging used</td></tr>
<tr><td>L1</td><td>Too Far Away</td></tr>
<tr><td>L2</td><td>Mission Requirements</td></tr>
</table>
</td></tr>
</table>

TMC Monthly File Format			
Field	**Position**	**Length**	**Field Name/Description**
			L3 Lower Rate Available L4 Personal Choice/Limited Reimbursement L5 DoD Lodging (AKA On-Base Housing) used L6 Lodging with Family or Friends L7 Conference or Event L8 Contract Lodging (Booked by the Government) L9 Rental Housing Used (Long Term TDY) L10 Exempt in accordance with JTR L11 TMC lodging assistance requested L12 Group lodging required L13 Contract Lodging (Not Booked by the Government) L14 Rental Housing Used (Not Long Term TDY)
41	**257 to 265**	**9**	**DEPARTURE DATE OF TRAVEL** Enter departure date for each segment. **Data Capture Requirements:** • All PNRs
42	**266 to 274**	**9**	**ARRIVAL DATE OF TRAVEL** Enter arrival date for each segment. **Data Capture Requirements:** • All PNRs
43	**275 to 285**	**11**	**CUSTOMER CODE** Enter customer code (e.g. DK, CA, Customer ID, etc.). **Data Capture Requirements:** • All PNRs
44	**286 to 325**	**40**	**TRAVELER'S NAME** Enter the traveler's name. **Data Capture Requirements:** • All PNRs • Enter as 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.
45	**326 to 330**	**5**	**DEPARTURE TIME** Enter departure time.

TMC Monthly File Format			
Field	**Position**	**Length**	**Field Name/Description**
			Data Capture Requirements: • All PNRs with air or rail reservations • All air, rail, and bus segments
46	**331 to 335**	**5**	**ARRIVAL TIME** Enter arrival time. **Data Capture Requirements:** • All PNRs with air or rail reservations • All air, rail, and bus segments
47	**336 to 344**	**9**	**TICKET DATE** Enter the date ticket was issued. **Data Capture Requirements:** • All PNRs associated with a ticketed/invoiced air, bus, rail, or water reservation **Note:** Do not use this field for reporting refund date
48	**345 to 353**	**9**	**EXCHANGE DATE** If the ticket was issued in exchange for another ticket/segment, enter the date the exchange was invoiced. • **Data Capture Requirements:** • All PNRs where a ticket was exchanged • Original ticket sales and exchange ticket transactions are to be reported separately See **Appendix C** for various exchange transaction reporting scenarios
49	**354 to 362**	**9**	**REFUND DATE** Enter date the ticket refund was initiated/invoiced. **Data Capture Requirements:** • All PNRs with a refund for a ticketed air or rail reservation
50	**363 to 363**	**1**	**CONNECTION INDICATOR** Enter the GDS connection indicator from the table below **Data Capture Requirements:** • All PNRs with air, rail, and bus reservations • All air, rail, and bus segments

Code	Description

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>X</td><td>Connection</td></tr>
<tr><td>O</td><td>Stopover</td></tr>
</table>
</td></tr>
<tr><td>51</td><td>364 to 364</td><td>1</td><td>
<u>TRAVELER TYPE</u>
Enter code from the table below.

Data Capture Requirements:
Applicable to CTO/TMC created PNRs with air, rail, or bus reservations and CTO/TMC assist PNRs where the TMC assists in booking air, rail, or bus segments.
Note:
DTS passes the traveler’s rank/grade in the PNR (P) Remarks field.
<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>A</td><td>Accession Travel (Recruit)</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>E</td><td>Military Enlisted</td></tr>
<tr><td>F</td><td>Prisoner</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>I</td><td>Invitational</td></tr>
<tr><td>K</td><td>Contractor/Cost Charge Travel</td></tr>
<tr><td>L</td><td>Leisure / LICWO / Unofficial Travel</td></tr>
<tr><td>O</td><td>Military Officer</td></tr>
<tr><td>P</td><td>Dependent Student</td></tr>
<tr><td>R</td><td>Human Remains</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<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>W</td><td>Warrant Officer</td></tr>
</table>
</td></tr>
<tr><td>52</td><td>365 to 366</td><td>2</td><td>
TRAVEL PURPOSE IDENTIFIER
Enter code from the table below.

Data Capture Requirements:
Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNRs and DTS PNRs with OTECCT segment(s).
Note:
DTS passes the Travel Purpose in the PNR General Remarks field.
<table>
<tr><th>Code</th><th>Description</th></tr>
<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>
</table>
</td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th colspan="2">Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>8</td><td>Entitlement travel</td></tr>
<tr><td></td><td></td><td></td><td>9</td><td>Between tours of duty travel</td></tr>
<tr><td></td><td></td><td></td><td>10</td><td>Special missions travel</td></tr>
<tr><td></td><td></td><td></td><td>11</td><td>Emergency travel (Official)</td></tr>
<tr><td></td><td></td><td></td><td>12</td><td>Other Travel</td></tr>
<tr><td></td><td></td><td></td><td>13</td><td>CONFERENCE- NON-TRAINING (DTS Trip Purpose)</td></tr>
<tr><td></td><td></td><td></td><td>14</td><td>EMERGENCY – PERSONAL (DTS Trip Purpose)</td></tr>
<tr><td></td><td></td><td></td><td>15</td><td>MISSION – OPERATIONAL (DTS Trip Purpose)</td></tr>
<tr><td></td><td></td><td></td><td>16</td><td>SPECIAL AGENCY MISSION (DTS Trip Purpose)</td></tr>
<tr><td></td><td></td><td></td><td>17</td><td>TRAINING (DTS Trip Purpose)</td></tr>
<tr><td>53</td><td>367 to 367</td><td>1</td><td colspan="2"><u>TMC TICKET TRANSACTION TYPE</u>
Enter code from the table below.

Data Capture Requirements:
• Applicable to all PNRs with an air or rail reservation</td></tr>
<tr><td></td><td></td><td></td><td>Code</td><td>Description</td></tr>
<tr><td></td><td></td><td></td><td>N</td><td><u>Original Ticket</u>
• Initial reporting of sale of ticket/segment(s)
• Use new SEGMENT UID(s)</td></tr>
<tr><td></td><td></td><td></td><td>E</td><td><u>Exchange Ticket</u>
• Value of original ticket/segment(s) being exchanged for a new ticket
• Applies to the original ticket/segment(s) being exchanged, not the new ticket being issued
• Use the SEGMENT UID(s) under which the original ticket/segment(s) was (were) reported.</td></tr>
<tr><td></td><td></td><td></td><td>R</td><td><u>Refund</u>
• Refunded ticket/segment(s) other than an exchange with refund
• Use the SEGMENT UID(s) under which the original ticket/segment(s) was (were) reported.</td></tr>
<tr><td></td><td></td><td></td><td>S</td><td><u>Reissued Ticket</u>
• Original ticket/segment(s) is (are) refunded and a new ticket is issued</td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th colspan="2">Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td></td><td>• Applies to the new ticket being issued, not the original ticket/segments(s) being refunded
• Use new SEGMENT UID(s).</td></tr>
<tr><td></td><td></td><td></td><td>U</td><td><u>Update</u>
• Any update other than refund or exchange to a previously reported ticket/segment(s)
• Example: Resubmittal of ticket/segments(s) that failed validations
• Use the SEGMENT UID(s) under which the original ticket/segment(s) was (were) reported.</td></tr>
<tr><td>54</td><td>368 to 370</td><td>3</td><td colspan="2"><u>PAYMENT METHOD</u>
Enter code from the table below.

Data Capture Requirements:
• All PNRs with ticket(s) associated to an air or rail reservation
<table><tr><th>Code</th><th>Description</th></tr><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)</td></tr><tr><td>VD</td><td>Ticket voided, no funds billed or collected</td></tr></table></td></tr>
<tr><td>55</td><td>371 to 380</td><td>10</td><td colspan="2"><u>RECORD (PNR) LOCATOR</u>
Enter the TMC’s GDS record locator.

Data Capture Requirements:
• All PNRs

Note:
Do not provide the travel supplier’s locator or confirmation number</td></tr>
<tr><td>56</td><td>381 to 381</td><td>1</td><td colspan="2"><u>CLASS OF SERVICE CODE</u>
Enter code from the table below.

Data Capture Requirements:
• All PNRs with air, bus, rail, or water reservations</td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>
• All air, bus, rail, and water segments
<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>F</td><td>First Class
Generally the highest class of accommodation offered by the airlines in terms of cost and amenities and termed "first class" by the airline and any reservation system</td></tr>
<tr><td>B</td><td>Business Class
A premium class of accommodation offered by the airlines that is generally higher than coach and lower than first class in both cost and amenities</td></tr>
<tr><td>C</td><td>Coach
The basic class of accommodations offered to travelers regardless of fare paid. Also referred to as "tourist" or "economy class".</td></tr>
<tr><td>H</td><td>Charter
Negotiated rate to lease an aircraft or other mode of transport such as bus for the use of a group.</td></tr>
</table>
</td></tr>
<tr><td>57</td><td>382 to 383</td><td>2</td><td><u>FLOWN CARRIER</u>
Enter the carrier code for the airline flown.

Data Capture Requirements:
• All PNRs with air reservations
• All air segments

Example:
AA 1234 operated by US Airways shall be reported as US.</td></tr>
<tr><td>58</td><td>384 to 433</td><td>50</td><td><u>TRAVELER’S GOVERNMENT E-MAIL ADDRESS</u>
Enter the traveler’s Government e-mail address.

Data Capture Requirements:
• Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNRs where the TMC assists in booking air or rail segments.</td></tr>
<tr><td>59</td><td>434 to 442</td><td>9</td><td><u>COMPARISON FARE</u>
Enter the comparison fare in accordance with the instructions below.</td></tr>
</table>

TMC Monthly File Format			
Field	**Position**	**Length**	**Field Name/Description**
			Data Capture Requirements: • All PNRs with OTECCT reservations • Ticket level • Enter comparison fare in the last segment associated with each stored fare at the time of booking **Example #1:** **Booked/Ticketed Fare** 1 UA 594Y 20SEP S DCADEN SS1 412P 609P 2 UA 565F 25SEP F DENDCA SS1 955A 322P BASE FARE TAXES/FEES/CHARGES TOTAL 1- USD1826.97 165.23XT USD1992.20GVT XT 137.03US 8.00ZP 11.20AY 9.00XF 1826.97 165.23 1992.20TTL GVT-01 YCADCA FUA2F **Comparison Fare** 1 UA 594Y 20SEP S DCADEN SS1 412P 609P 2 UA 565Y 25SEP F DENDCA SS1 955A 322P BASE FARE TAXES/FEES/CHARGES TOTAL 1- USD401.86 58.34XT USD460.20GVT XT 30.14US 8.00ZP 11.20AY 9.00XF 401.86 58.34 460.20TTL GVT-01 YCADCA United was the contract carrier for the origin/destination; therefore, the round trip YCA inclusive of taxes and fees (460.20) shall be used as the comparison fare. **Example #2:** **Booked/Ticketed Fare** 1 UA 989Y 20SEP S IADFRA SS1 525P 720A 21SEP 2 LH 326Y 24SEP Q FRAVCE NN1 1230P 145P 3 UA9058J 29SEP T VCEFRA*SS1 1030A 1155A 4 UA8827J 29SEP T FRAIAD*SS1 115P 355P WPPGVT‡XR« BASE FARE TAXES/FEES/CHARGES TOTAL 1- USD7650.00 634.00XT USD8284.00GVT XT 428.00YQ 35.40US 5.50YC 7.00XY 5.00XA 5.60AY 18.40DE 53.40RA 47.30OY 1.80EX 9.60IT 4.30VT 7.30HB 0.90MJ 4.50XF

TMC Monthly File Format			
Field	**Position**	**Length**	**Field Name/Description**
			7650.00 634.00 8284.00TTL GVT-01 YCA Y77 JXR1 **Comparison Fare:** 1 UA 989Y 20SEP S IADFRA SS1 525P 720A 21SEP 2 LH 326Y 24SEP Q FRAVCE NN1 1230P 145P 3 UA9058Y 29SEP T VCEFRA*SS1 1030A 1155A 4 UA8827Y 29SEP T FRAIAD*SS1 115P 355P WPPGVT‡XR« BASE FARE TAXES/FEES/CHARGES TOTAL 1- USD3649.00 464.00XT USD4113.00GVT XT 258.00YQ 35.40US 5.50YC 7.00XY 5.00XA 5.60AY 18.40DE 53.40RA 47.30OY 1.80EX 9.60IT 4.30VT 7.30HB 0.90MJ 4.50XF 3649.00 464.00 4113.00TTL GVT-01 YCA Y77 YDG **The comparison fare for this example includes a contract fare, unrestricted economy class fare, and a discount government fare (4113.00).** Segment 1 (IAD-FRA) was booked/ticketed on the contract carrier (YCA) Segment 2 (FRA-VCE) was booked/ticketed between an origin/destination with no contract city pair award. The fare was booked/ticketed at the lowest available unrestricted economy class fare (Y77). Segments 3 & 4 (VCE-IAD) were booked/ticketed on the non-contract carrier. The lowest available unrestricted economy fare for the non-contract carrier was a discount government fare (YDG)
60	**443 to 455**	**13**	**CONJUNCTIVE TICKET NUMBER** Enter the conjunctive ticket number. **Data Capture Requirements:** • All PNRs with air reservations where a conjunctive ticket is issued • All air segments
61	**456 to 468**	**13**	**EXCHANGE TICKET NUMBER** Enter exchange ticket number.

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>Data Capture Requirements:
All PNRs with air reservations
All air segments
See Appendix C for various exchange transactions reporting scenarios.</td></tr>
<tr><td>62</td><td>469 to 477</td><td>9</td><td><u>RENTAL CAR PICK UP DATE</u>
Enter rental car pick up date.

Data Capture Requirements:
All PNRs with car reservations
All car segments</td></tr>
<tr><td>63</td><td>478 to 486</td><td>9</td><td><u>RENTAL CAR DROP-OFF DATE</u>
Enter rental car drop off date.

Data Capture Requirements:
All PNRs with car reservations
All car segments</td></tr>
<tr><td>64</td><td>487 to 495</td><td>9</td><td><u>LODGING CHECK IN DATE</u>
Enter lodging check in date.

Data Capture Requirements:
All PNRs with lodging reservations
All lodging segments</td></tr>
<tr><td>65</td><td>496 to 504</td><td>9</td><td><u>LODGING CHECK OUT DATE</u>
Enter lodging check out date

Data Capture Requirements:
All PNRs with lodging reservations
All lodging segment</td></tr>
<tr><td>66</td><td>505 to 534</td><td>30</td><td><u>SITE IDENTIFIER</u>
Provide the DTMO assigned Site Identifier.

Data Capture Requirements:
All PNRs</td></tr>
<tr><td>67</td><td>535 to 535</td><td>1</td><td><u>ONLINE BOOKING TOOL (OBT) INDICATOR</u>
Enter code from the table below.

Data Capture Requirements:
All PNRs
<table><tr><th>Code</th><th>Description</th></tr><tr><td>E</td><td>Record initiated in ETS2</td></tr></table></td></tr>
</table>

TMC Monthly File Format			
Field	**Position**	**Length**	**Field Name/Description**
			<table><tr><td>T</td><td>Record not initiated in OBT (Traditional TMC booking)</td></tr><tr><td>S</td><td>Record initiated in DTS</td></tr><tr><td>M</td><td>Record initiated in DTM</td></tr></table>
68	**536 to 565**	**30**	**EQUIPMENT** Enter the type of aircraft for each air segment. **Data Capture Requirements:** • All air segments
69	**566 to 574**	**9**	**RESTRICTED FARE REFUSAL** For TMC Assist records, enter the amount of the restricted fare that was offered but declined by the traveler in accordance with the instructions below. **Data Capture requirements:** • Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNR with air or rail reservations where a restricted fare was available and declined by the traveler Any savings compared to the lowest unrestricted fare in non-contract markets • Ticket level • Enter declined fare, inclusive of taxes and fees **Note:** In markets where a US flag carrier is available, a foreign flag carrier offering a lower fare may not be used for the comparison.
70	**575 to 575**	**1**	**GROUP PNR IDENTIFIER** Enter “Y” to designate group travel PNRs. **Data Capture Requirements:** • All PNRs with reservations associated to a group travel authorization/order • Includes multi passenger PNRs and single/divided PNRs
71	**576 to 588**	**13**	**TRANSACTION FEE NUMBER** Enter the transaction fee number. **Data Capture Requirements:** • All PNRs

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>• If transaction fee is issued at the point of sale</td></tr>
<tr><td>72</td><td>589 to 595</td><td>7</td><td><u>TRANSACTION FEE COST</u>
Enter the transaction fee amount.

Data Capture Requirements:
• All PNRs
• If transaction fee is issued at the point of sale</td></tr>
<tr><td>73</td><td>596 to 597</td><td>2</td><td><u>TRANSACTION FEE TYPE</u>
Enter code from the table below.

Data Capture Requirements:
• All PNRs
• If transaction fee is issued at the point of sale
• Enter the transaction fee code in the first segment of the ticket

<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>AM</td><td>AMC Patriot Express (if required to book per contract)</td></tr>
<tr><td>BT</td><td>Bus Individual</td></tr>
<tr><td>CV</td><td>Bus Charter</td></tr>
<tr><td>CT</td><td>DoD Contractor Travel</td></tr>
<tr><td>CA</td><td>TMC Assist</td></tr>
<tr><td>CR</td><td>TMC Assist Non-Air/Rail</td></tr>
<tr><td>DT</td><td>DTS</td></tr>
<tr><td>ET</td><td>ETS2</td></tr>
<tr><td>HR</td><td>Human Remains</td></tr>
<tr><td>LI</td><td>LICWO</td></tr>
<tr><td>MD</td><td>Military Working Dog</td></tr>
<tr><td>PT</td><td>Pet Travel</td></tr>
<tr><td>TP</td><td>Paper Ticket Issuance</td></tr>
<tr><td>FR</td><td>Foreign Rail</td></tr>
</table></td></tr>
<tr><td>74</td><td>598 to 598</td><td>1</td><td><u>TRANSACTION FEE RESERVATION TYPE</u>
Enter code from the table below.

Data Capture Requirements:
• All PNRs</td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>

If transaction fee is issued at the point of sale
All PNRs where a point of sale transaction fee has been charged and if entered “CA” (TMC Assist) or “CR” (TMC Assist Non-Air/Rail) in the TRANSACTION FEE TYPE field

<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>1</td><td>Air</td></tr>
<tr><td>2</td><td>Rail</td></tr>
<tr><td>3</td><td>Car</td></tr>
<tr><td>4</td><td>Commercial Lodging</td></tr>
<tr><td>5</td><td>DoD Lodging</td></tr>
</table>
</td></tr>
<tr><td>75</td><td>599 to 600</td><td>2</td><td>
<u>TRANSACTION FEE JUSTIFICATION CODE</u>
Enter code from the table below.

Data Capture Requirements:

All PNRs
If transaction fee is issued at the point of sale
All PNRs where a point of sale transaction fee has been charged and if entered “CA” (TMC Assist) or “CR” (TMC Assist Non-Air/Rail) in the TRANSACTION FEE TYPE field

<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>A</td><td>Traveler Requested Assistance via DTS (does not apply to reservations that cannot be booked/ticketed in the contractor's chosen GDS but can be in another GDS).</td></tr>
<tr><td>B</td><td>Traveler/Government Representative requested assistance via phone, email, fax, or in person resulting in the TMC’s modifying the DTS PNR.</td></tr>
<tr><td>C</td><td>Industry Driven (e.g. TSA Secure Flight Data not passed to DTS PNR)</td></tr>
<tr><td>D</td><td>COR Initiated (e.g. temporary workarounds due to DTS system problem as specified in the PWS)</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><th colspan="4">TMC Monthly File Format</th></tr>
<tr><th>Field</th><th>Position</th><th>Length</th><th>Field Name/Description</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>E</td><td>Government Travel Charge Card Declined (may only be used with RESERVATION TYPE 1(Air) or 2 (Rail)</td></tr>
<tr><td>T</td><td>TMC assist PNR (reservations made as a result of a request made in person, or via phone, email, or fax.)</td></tr>
<tr><td>TR</td><td>TMC assist PNR (arranged through Transportation Office)</td></tr>
</table>
</td></tr>
<tr><td>76</td><td>601 to 601</td><td>1</td><td><u>FARE UNRESTRICTED OR RESTRICTION TYPE IDENTIFIER</u>
Enter code from the table below.

Data Capture Requirements:
• Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNRs where the TMC assists in booking air or rail segments.
<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>R</td><td>Fully Refundable Fare</td></tr>
<tr><td>N</td><td>Non-Refundable Fare</td></tr>
<tr><td>P</td><td>Refundable Fare with Penalty</td></tr>
</table>
</td></tr>
<tr><td>77</td><td>602 to 610</td><td>9</td><td><u>RESTRICTED FARE COMPARISON</u>
Enter the comparison fare in accordance with the instructions below.

Data Capture Requirements:
• Applicable to CTO/TMC created PNRs with air or rail reservations and CTO/TMC assist PNRs where the TMC assists in booking air or rail segments with restricted fares (any fare other than fully refundable).
• For through fares with multiple segments
– Enter total comparison fare inclusive of taxes and fees in the last segment associated with the fare
– Enter 0.00 for preceding segments associated to the fare
• Enter positive numbers for refunds

In GSA contract city pair markets, the YCA shall be used as the comparison even if the reservation is booked on the non-contract carrier.</td></tr>
</table>

TMC Monthly File Format			
Field	**Position**	**Length**	**Field Name/Description**
78	**611 to 619**	**9**	**REFUND AND/OR EXCHANGE WITH PENALTY** Enter the total dollar amount of penalty for this ticket Data Capture Requirements: • Applicable to CTO/TMC created PNRs and CTO/TMC assist PNRs where a ticket with a refund penalty, or non-refundable but exchangeable ticket, is exchanged or refunded. • Enter penalty in the last segment of the ticket
79	**620 to 623**	**4**	**COUNT OF BUS PASSENGERS** Enter 1 for individual bus passengers. For charters, enter the total number of bus passengers. **Data Capture Requirements:** • All PNRs with bus reservations • All bus segments • If field 4, MODE OF TRAVEL = B
80	**624 to 630**	**7**	**BUS CHARGE** Enter the total cost of the bus trip. If this is a movement with multiple passengers, enter the total for all passengers' travel. Data Capture Requirements: • All PNRs with bus reservations • All bus segments
81	**631 to 639**	**9**	**PNR CREATION DATE** Enter the date on which this PNR was created. **Data Capture Requirements:** • All PNRs
82	**640 to 654**	**15**	**DoD ID** Traveler's DoD ID number **Data Capture Requirements:** • Applicable to CTO/TMC created PNRs with air, rail, or bus reservations and CTO/TMC assist PNRs with air, rail, or bus reservations.
83	**655 to 679**	**25**	**REQUEST ID (AKA TANUM/TRAVEL AUTHORIZATION NUMBER)** DOD OBT TANUMs are a maximum of 20 alphanumeric characters. The number of characters varies for non-DOD OBT travel authorizations/orders vary. The TANUM is located in field 22 on the DD FORM 1610, MAY 2003.

TMC Monthly File Format			
Field	**Position**	**Length**	**Field Name/Description**
			Data Capture Requirements: • Applicable to all PNRs (If the DK used is for Contractor travel enter CONTRACTOR. If the DK use is for Leisure/ LICWO enter LEISURE)

APPENDICES

Appendix A – DK List

TMC Name Contract Number				
DK	**TRAVELER_TYPE**	**ACTIVITY**	**PRIME_IND**	**DESCRIPTION**
ABCD123	O	DTA 99	Y	Camp Swampy Official CBA
Enter DK (AKA Customer Number)	O = Official U = LICWO/Leisure C = Contractor		If the DK is reserved for subcontractor use, enter N for NO. Else, enter Y for YES.	Descriptive name of DK

Appendix B – TMC Site Listing

The TMC Site Location List is a single spreadsheet.
The actual spreadsheet to be provided to the DTMO will consist of 17 fields, columns A through Q.

TMC SITE LOCATION LIST - COLUMNS A - C		
A	**B**	**C**
TMC Name:		
Contract Number:		
Contract Name:		
TMC Contract POC Name:		
TMC Contract POC Phone:		
TMC Contract POC Email:		
Site Code	**TMC Name**	**Sub-Contractor**
99999	ABC Travel	Bob's Travel
Leave Blank, assigned by DTMO	Name of Primary Contract holder	If location is operated by a subcontractor, name of subcontractor

TMC SITE LOCATION LIST - COLUMNS D - F		
D	**E**	**F**
Staffed Site?	**GDS**	**PCC**
Yes	AA	9999
If site is manned by TMC personnel enter "Yes". If not, enter "No"		

TMC SITE LOCATION LIST - COLUMNS G - I		
G	**H**	**I**
IATA	**Main Office Location**	**Site Name**
99999999	77777777	Camp Swampy

IATA from which tickets will be issued	If this is an unstaffed office, enter the IATA of the staffed office this location falls under

TMC SITE LOCATION LIST - COLUMNS J - L		
J	**K**	**L**
Address 1	**Address 2**	**City**
123 1st Street	Suite 1555930	Swampville

TMC SITE LOCATION LIST - COLUMNS M - O		
M	**N**	**O**
State	**Country**	**Postal Code**
VA	USA	20165

TMC SITE LOCATION LIST - COLUMNS P - Q	
P	**Q**
Site Business Hours Phone	**Site After Hours Phone**
703-444-4444	703-444-4444

Appendix C – Exchange Ticket Scenarios for Contractor Monthly Data File Reporting

Exchange transactions shall be reported in two parts:

- Part One - Report exchange of original ticket for new ticket
- Part Two - Report sale of new ticket.

All parts of the exchange transaction shall be populated with the full value of the segments; do not report the difference between the two tickets (the add/collect or refund amount).

Appendix C.1 – Example of Even Exchange Reporting

To conserve space, this example uses only 3 digits of the ticket numbers. The TMC shall report the full 13 digit ticket numbers. Ticket numbers and UIC are notional and reference this example only.

Ticket ABC is issued at $250.00

Passenger changes departure date; ticket ABC is exchanged for ticket XYZ with new travel date. The new ticket is also valued at $250.00.

ACTION	TKT COST	UIC	TICKET NUMBER	SEG. SEQ. DESG.	TMC TICKET TRANS TYPE	TICKET DATE	EXCHANGE DATE	EXCHANGE NUMBER
Ticket ABC is issued	250.00	123456	ABC	A	N	15MAR2020		
Ticket ABC is exchanged for ticket XYZ	250.00	123456	ABC	A	E	15MAR2020	20APR2020	XYZ
Ticket XYZ is issued	250.00	123457	XYZ	A	N	20APR2020		ABC

Appendix C.2 – Example of Exchange with Add Collect Reporting

To conserve space, this example uses only 3 digits of the ticket numbers. The TMC shall report the full 13 digit ticket numbers. Ticket numbers and UIC are notional and reference this example only.

Sale of ticket ABC with one coupon valued at $250.00

Exchange of ticket ABC for ticket XYZ with two coupons valued at $175.00 each

ACTION	TKT COST	UIC	TICKET NUMBER	SEG. SEQ. DESG.	TMC TICKET TRANS TYPE	TICKET DATE	EXCHANGE DATE	EXCHANGE NUMBER
Ticket ABC is issued	250.00	123456	ABC	A	N	15MAR2020		
Ticket ABC is exchanged for ticket XYZ	250.00	123456	ABC	A	E	15MAR2020	20APR2020	XYZ
Ticket XYZ is issued	175.00	123457	XYZ	A	N	20APR2020		ABC
	175.00	123458	XYZ	B	N	20APR2020		ABC

Appendix C.3 – Example of Exchange with Refund Reporting

To conserve space, this example uses only 3 digits of the ticket numbers. The TMC shall report the full 13 digit ticket numbers. Ticket numbers and UIC are notional and reference this example only.

Ticket ABC is issued with two coupons with a value of $250.00

Ticket ABC is subsequently exchanged for ticket XYZ, which has a value of $175.00

ACTION	TKT COST	UIC	TICKET NUMBER	SEG. SEQ. DESG.	TMC TICKET TRANS TYPE	TICKET DATE	EXCHANGE DATE	EXCHANGE NUMBER
Ticket ABC is issued	0.00	123456	ABC	A	N	15MAR2020		
	250.00	123457	ABC	B	N	15MAR2020		
Ticket ABC is exchanged for ticket XYZ	0.00	123456	ABC	A	E	15MAR2020	20APR2020	XYZ
	250.00	123457	ABC	B	E	15MAR2020	20APR2020	XYZ
Ticket XYZ is issued	175.00	123458	XYZ	A	N	20APR2020		ABC

Appendix C.4 – Example of Partial Exchange Reporting

To conserve space, this example uses only 3 digits of the ticket numbers. The TMC shall report the full 13 digit ticket numbers.

Ticket ABC is a round trip ticket with two coupons, valued at $250.00

Passenger travels on first coupon, and exchanges second coupon for ticket XYZ which is valued at $175.00.

ACTION	TKT COST	UIC	TICKET NUMBER	SEG. SEQ. DESG.	TMC TICKET TRANS TYPE	TICKET DATE	EXCHANGE DATE	EXCHANGE NUMBER
Ticket ABC is issued	250.00	123456	ABC	A	N	15MAR2020		
	250.00	123457	ABC	B	N	15MAR2020		
Ticket ABC segment B is exchanged for ticket XYZ	250.00	123457	ABC	B	E	15MAR2020	20APR2020	XYZ
Ticket XYZ is issued	175.00	123458	XYZ	A	N	20APR2020		ABC

Appendix C.5 – Example of Even Exchange with Penalty

To conserve space, this example uses only 3 digits of the ticket numbers. The TMC shall report the full 13 digit ticket numbers.

Ticket ABC is issued at $250.00

Passenger changes departure date; ticket ABC is exchanged for ticket XYZ with new travel date. The new ticket is also valued at $250.00.

A refund/exchange penalty of 75.00 is charged

ACTION	TKT COST	REF/EXCH PENALTY	UIC	TICKET NUMBER	SEG. SEQ. DESG.	TMC TICKET TRANS TYPE	TICKET DATE	EXCHANGE DATE	EXCHANGE NUMBER
Ticket ABC is issued	250.00		123456	ABC	A	N	15MAR2020		
Ticket ABC is exchanged for ticket XYZ	175.00	75.00	123456	ABC	A	E	15MAR2020	20APR2020	XYZ
Ticket XYZ is issued	250.00		123457	XYZ	A	N	20APR2020		ABC