*Schedule:*

Schedule applies when no scheduled commercial airline service is reasonably available to fulfill an agency’s travel requirement. More specifically, Schedule means the traveler cannot meet departure and/or arrival requirements within a 24-hour period on commercial flights, unless it is demonstrated that extraordinary circumstances require a shorter period. During FY 2009, Schedule was the highest used justification accounting for 2,227 trips and slightly more than $5.3 million in expenditures.

*Required Use:*

Required Use applies when the President, or the head of an agency, has determined that the person’s travel (including official, personal or political) qualifies as "required use" travel. Required Use travel is defined as the use of a Government aircraft because of *bona fide* communications or security needs of the agency, or to meet exceptional scheduling requirements. Required Use was the second most frequently reported justification, accounting for 329 trips and $2 million in costs.

*Mission Requirement:*

Mission Requirement applies to trip activities that constitute the discharge of an agency’s official responsibilities. Such activities include the transport of troops and/or equipment, training, evacuation (including medical evacuation, intelligence and counter-narcotics activities, search and rescue, transportation of prisoners, use of defense attache’-controlled aircraft, aeronautical research and space and science applications, and other such activities. Mission Requirement accounted for 474 trips and $1 million in costs.

*Cost:*

Cost applies when the cost of the Government-owned aircraft is less than the cost of the city pair fare for scheduled commercial airline service or the cost of the lowest available full coach fare if a city-pair fare is not available. Additionally, the cost of non-productive or lost work time while in a travel status and certain other costs are considered when comparing the cost of using a Government owned aircraft in lieu of scheduled commercial airline service. Cost justification accounted for 179 trips and $167,841 in costs.

*Space Available:*

Space Available applies when an aircraft is already scheduled for official purpose use and a traveler’s use of the aircraft does not require a larger aircraft or result in more than minor additional cost to the Government. The least frequently reported category, Space Available, accounted for 56 trips and $162,355 in costs.