

## **GUIDELINES FOR COMPLETING REQUEST FOR PREMIUM CLASS COMMON CARRIER**

### **TRAVEL ACCOMMODATIONS FOR NON-FEDERAL REVIEWER**

**It is recommended that requests for authorization for the use of premium class travel be made 4-6 weeks (prior to) the travel date.**

The non-federal reviewer **must** complete the following 2 steps to receive authorization:

1. Complete the “[Request For Premium Class Common Carrier Travel Accommodations For Travelers With Medical Conditions](#)” form.
  - For CSR non-federal reviewer, submit the form to the SREA Office via email to [CSRSREAHelp@mail.nih.gov](mailto:CSRSREAHelp@mail.nih.gov).
  - For IC non-federal reviewer, please contact and submit the form to the IC Scientific Review Officer or IC SREA POC Administrator.

The SREA Office or IC SREA POC Administrator will obtain the Executive Officer’s approval signature and forward the form to Occupational Medical Services (OMS) on the reviewer’s behalf.

2. Submit medical records supporting the request directly to OMS via email to:

**Occupational Medical Services (OMS)**

Attention: Stacy Turay

Phone: 301-496-4411

Email: [stacy.turay@nih.gov](mailto:stacy.turay@nih.gov)

**NOTE:** Medical records should be sent directly to OMS by the non-federal reviewer. Do not submit medical records to the SREA Office, IC Scientific Review Officer, IC SREA POC Administrator, or World Travel Service.

*The OMS physician reviewing the medical documents will determine the duration of authorization and send to the Deputy Director for Management in the Office of Management to authorize final approval. OMS will send the final approved/disapproved documents to the SREA Office, IC Scientific Review Officer, or the IC SREA POC Administrator. The SREA Office or IC SREA POC Administrator will send the approved request form via email to the reviewer and World Travel Service to establish travel reservations.*

**Office of Management**

Attention: Deputy Director for Management

Phone: 301-496-3271

\*\*\*WTS will keep the approved forms on file while the approval is in effect. The SREA office or IC SREA Point of Contact should maintain a copy of the approved forms per internal procedures.