

U.S. Department of the Interior

DOI TRAVEL NEWSLETTER

Published by: Office of Financial Management

Volume 6, Issue 1

Jan, Feb, Mar 2006



IN THE NEWS

Updated Prohibited Items List Permitted in Carry-On

On December 22, 2005, the Transportation Security Administration modified the prohibited items list to allow small scissors with a cutting edge of four inches or less in carry-on luggage. Screwdrivers, wrenches, pliers and other tools seven inches or less in length are also permitted. For more information, please go to www.tsa.gov

Independence Air Ceased Operations

Independence Air ceased operations on January 5. Independence Air began nearly 19 months earlier as former executives from Atlantic Coast Airlines tried to turn a contract carrier for Delta and United into a discount airline. Parent company FLYi Inc., filed for bankruptcy November 7. Preceding the bankruptcy filing, high fuel costs and low passenger loads prompted the company to reduce its ambitious flight schedule.



Registered Traveler Program

The Registered Traveler (RT) program is intended to accelerate the screening process at participating airports for passengers who voluntarily choose to enroll in the program. The program finished a test phase at five airports in 2005 and soon will be expanded nationwide. RT, is designed to let pre-cleared, frequent fliers carry biometric identity cards and speed through security checkpoints at airports. RT programs will utilize Smart Card technology to store biometric data for identity confirmation. Ten fingerprint images will be collected from each applicant. All data will be handled in compliance with the Federal Privacy Act. Prices for this program have not yet been

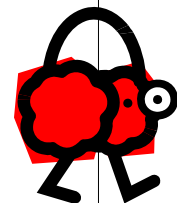
established. This program will not exempt RT participants from random additional screening.

Can You Really Afford A Few Inches of Comfort?

The exit-row seats over the wings of most planes have considerably more leg room than the rest of the seats in economy class. Long-legged coach passengers have learned that even a middle seat in the emergency exit row of most single-aisle airliners has as much leg room as first class. When you accept or request an exit row seat, you become responsible to move fast and efficiently to open the hatch in an "it-almost-never-happens-but-could" situation. Hatches are heavy, weighing 40 to 50 pounds. You must lift the hatch from the interior of the window frame, hold at chest level, and either thread back through the window to throw it clear, or place it on an empty seat. If you can't do the job, you could endanger the lives of many or all on board.

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Data Sources for DOI Travel Newsletter: Much of the travel industry information contained in this newsletter was obtained from public domain sources such as newspapers and the Internet, and was current at the time of publication. Travel industry information is provided solely for the use and information of DOI employees.

DOI TRAVELER INFORMATION



E-Passports

Beginning next year, only electronic passports, or "E-Passports," are likely to be issued. E-Passports contain contactless computer chips with biographic and biometric information. The increased use of Machine Readable Passports with digitized photographs has heightened security and added protection against identity theft without adding to traveler waiting times. Traditional passports are expected to be phased out during the next decade as they expire.

Explosives Detection Machines Installed at Airports

The Transportation Security Administration has deployed state-of-the-art technology to over 25 of our nation's airports in an ongoing effort to prevent weapons and explosives from getting on aircraft. Passengers identified as needing additional screening, as well as passengers selected at random, will pass through the trace portal for explosives detection screening. As passengers enter the trace portal, they are asked to stand still for a few seconds while several "bursts" of air are released, dislodging microscopic particles from passengers that are then collected and analyzed for traces of explosives. A computerized voice indicates when a passenger may exit the portal.

New Border Travel Card Program Planned

A new program called PASS (People Access Security Service) will allow fre-

quent American travelers to cross the Mexico and Canada borders without a passport.

In 2008, travelers will be required to show passports when they re-enter the country from Mexico and Canada. The passport requirement resulted from the Intelligence Reform and Terrorism Prevention Act of 2004, which calls for Americans and foreigners to present secure documents when entering the U.S. through Mexico or Canada. Citizens in border communities, who regularly cross borders every day, will be issued a special ID card. The card will be about the size of a credit card, will carry a picture of the holder and is expected to cost \$50, about half the price of a passport. It will be equipped with radio-frequency identification, allowing it to be read from several yards away at border crossings. To obtain the card, citizens will be required to provide the same kind of documentation used to obtain a passport.

PFM Welcomes New Asset & Debt Management Focus Group Leader

On December 12, 2005, the Office of Financial Management welcomed Ms. Mona Williams as the new Focus Group Leader for Asset & Debt Management. Mona came from the Treasury Department's Financial Management Services where she served as the manager of the Cash Control Branch in the Cash Accounting Division responsible for analyzing and reconciling the government's operating cash. Prior to Treasury, Mona served as a supervisory accountant for the Department of Labor's Working Capital Fund responsible for managing the billing and collection of fees for central services and implementing accounting standards. Also, included in her 25 years of federal service is increasingly challenging supervisory and staff accountant positions for the Department of Health and Human Services National Institutes of Health, the Defense Commissary Agency Northeast

Region, and various Department of Defense positions in Fort Bragg, North-Carolina, Seoul, Korea, and Germany.

Mona holds a Bachelors degree in Accounting from East Carolina University and a Masters degree in Management, Managing Information Systems from the University of Maryland University College. She is a Certified Public Accountant and a member of the American Institute of Certified Public Accountants and the Association of Government Accountants.

It's Official...

Effective November 1, 2005, the eTravel name changed to E-Gov Travel. Documents that were produced prior to this change will not be changed. Any documentation going out on or after November 1, 2005, reflect the new name.



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DOI Policy Changes

Hurricane Guidance

Travel/Relocation Guidance for Areas Impacted by - Hurricane Katrina and Hurricane Rita. This FAM provides supplemental information to Financial Administration Memorandum 2005-012 (II.G.1.) for DOI employees who are affected by these unique situations. <http://www.doi.gov/pfm/fam05-14.html>

Mileage Rates

- Reimbursement for Use of Privately Owned Conveyance When Government-Furnished Automobile is Assigned (FTR Amendment 2005-05; FTR Case 2005-303). This FAM increased the mileage reimbursement rate of \$0.105 per mile (when a Government-Furnished Automobile is assigned directly to an employee) to \$0.125. The increased rate is effective for travel performed on or after October 20, 2005.

<http://www.doi.gov/pfm/fam05-16.html>

- Internal Revenue Service Mileage Rates for 2006. This FAM decreased the per mile cost for use of an automobile as a moving expense to 18 cents per mile. This rate is used to compute deductible moving expenses when traveling by POV.

<http://www.doi.gov/pfm/fam05-20.html>

- Reimbursement for Use of Privately Owned Conveyances (FTR Amendment 2005-07; FTR Case 2005-308). This FAM decreased the mileage reimbursement rate from 48.5 cents per mile to 44.5 cents per mile for use of a privately owned automobile, when authorized as advantageous to the Government. The decreased rate was effective for travel performed on or after January 1, 2006. <http://www.doi.gov/pfm/fam06-01.html>



Interested in a sneak peak of E2 Solutions, Carlson's end-to-end solution for travel?

If you are interested in viewing the demo, please go to the Carlson website at:

<https://www.cwgt.com/default.asp?PageMode=OnlineDemo> Select the demo you wish to view: travel authorization: request, on-line booking, and approval; and travel voucher: request and approval.

Understanding Government Contract City Pair Fares

Each year since 1980, GSA has awarded contracts for air transportation services for official government travel under the City Pair program (CPP). The contracts are competitively awarded, based on the best overall value to the government. Average flight time, offered price, type of service, flight distribution, and numbers of flights are all considered in determining the best value. Under the City Pair Program, two contract rates are awarded.

- Unrestricted fare (YCA fare): These fares have no restrictions attached to them and are fully refundable.
- Capacity controlled fare ("CA" fare): These fares have a deeper discount

than a YCA fare. _CA fares have a limited number of seats, but no other restrictions. _CA availability varies by carrier and market, and offers the very best discounts if the Federal traveler can book early. Discounts are generally greater in larger markets.

Both unrestricted, "walk-up" fares (YCA) and capacity-controlled fares (_CA) continue to be offered in more than 4,000 markets. Capacity-controlled fares, available on a first-come, first-served basis, are restricted only by the number of seats available at that reduced fare. Capacity-controlled fares enable Government travelers to save even more money when they book reservations early.

GSA's City Pair Program gives Federal travelers' several advantages over commercial restricted coach fares. Some of the biggest advantages are last-seat availability, fully refundable tickets, no charge for cancellations and schedule changes, and no change in the unrestricted fare price throughout the length of the contract (Fiscal Year), enabling agencies to better plan their travel budgets.

Although there are no penalty charges for a capacity controlled fare, if you purchase one (_CA) and then must change your flight, since there are only a limited number of discounted fares, you most likely won't be able to get one at the last minute and will have to pay the full YCA fare.

Not every location offers both a YCA and _CA fare. *Table 1* (see following page) shows some of DOI most frequently used city pairs with GSA YCA and _CA negotiated fares.

The screenshot shows the GSA website's "Airline City Pairs" fare finder. It includes a header with the GSA logo and "U.S. General Services Administration Federal Supply Service". Below the header is a "Fare Finder" section with a note: "Note: Information must be provided for at least one of the items below. All fares are listed one-way and valid in either direction. Domestic fares include taxes, but not fees such as passenger facility charges, segment fees, and passenger security service fees. International fares are exclusive of taxes and additional fees." The form has three main input fields: "Choose a Departure City" (with a dropdown arrow), "Or Enter City or Airport Code" (text input), and "Choose an Arrival City" (with a dropdown arrow). Below these is another "Or Enter City or Airport Code" text input. At the bottom of the form are two buttons: "Search FY05" and "Search FY04". A small "Note" at the very bottom states: "Note: For domestic routes, please use the airport code. City codes (e.g., Washington/WAD) are for use with international routes."

DOI TRAVELER INFORMATION

Table 1

DOI POPULAR CITY PAIRS	Negotiated Airline	YCA	_CA
DENVER - PHOENIX			
Denver	United Airlines (UA)	112	None
Colorado Springs	America West Airlines	350	277
ATLANTA - WASHINGTON			
Reagan National	Delta Airlines	300	225
Dulles	Delta Airlines	115	80
Baltimore	Delta Airlines	113	92
MINNEAPOLIS - WASHINGTON			
Reagan National	Northwest Airlines	428	340
Dulles	Northwest Airlines	414	250
Baltimore	Northwest Airlines	428	294
DENVER - SALT LAKE			
Denver	United Airlines (UA)	85	None
Colorado Springs	Delta Airlines	430	244
ANCHORAGE - FAIRBANKS	Alaska Airlines (AS)	200	171
CHICAGO - WASHINGTON			
Reagan National to O'Hare	United Airlines (UA)	76	None
Dulles to O'Hare	United Airlines (UA)	144	None
Baltimore to O'Hare	United Airlines (UA)	114	None
Reagan National to Midway	American Trans Air	99	79
Dulles to Midway	None	None	None
Baltimore to Midway	Southwest Airlines	98	87
DALLAS/FORT WORTH - WASHINGTON			
Reagan National	American Airlines	341	188
Dulles	American Airlines	321	168
Baltimore	American Airlines	224	99
ALBUQUERQUE - DENVER			
Denver	Frontier Airlines	149	134
Colorado Springs	United Airlines (UA)	131	125
ALBUQUERQUE - DALLAS/FORT WORTH			
Dallas/Fort Worth	American Airlines	170	114
Love Field	Southwest Airlines	140	137
DENVER - WASHINGTON			
Reagan National to Denver	Frontier Airlines	199	159
Dulles to Denver	United Airlines (UA)	358	None
Baltimore to Denver	Southwest Airlines	179	164
Reagan National to Colorado Springs	American Airlines	243	105
Dulles to Colorado Springs	United Airlines (UA)	142	136
Baltimore to Colorado Springs	United Airlines (UA)	204	195

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GetThere Pointers

Profile Reminder

Profiles will only accept up to six frequent traveler program numbers each for air, hotel, and rental car. If you have entered six numbers into your profile, you will not be able to enter another number. However, if you have additional program information you would like to use, during the reservation process, you can enter an additional (seventh) number. Keep in mind this additional (seventh) number will not reside permanently in your profile.

International Travel

When booking complex international travel, it is always a best practice to contact a live travel agent vs. using GetThere, the online booking tool. GetThere is not sophisticated enough to consider ticketing restrictions and interlining agreements for international travel. These restrictions/agreements interfere with the round trip fare. Carlson is working on a resolution to show only simple international trips for purchase on-line. GSA has negotiated over 720 international contract city pair fares (including both YCA and _CA fares) originating from various cities in the United States with destinations in foreign locations. View the city pairs at: http://apps.fss.gsa.gov/citypairs/createc sv.cfm?runsched=yes&award_year=2006

When is a "Government rate" not a "Government rate?"

You might be surprised that hotels and rental car companies often offer a special "Government" rate for Government travelers that doesn't match the per diem rate for the area and doesn't include auto insurance. Here is some guidance when searching for a hotel and rental car.

Hotels

Many hotels offer a "Government rate" that is not at or below the Government per diem rate for the location. It is im-



portant that travelers are aware of the per diem rate for the city/county in which they stay. To find per diem rates, go to the PFM website (<http://www.doi.gov/pfm/travel.html>) and select the link that is applicable for your trip—CONUS, OCONUS, or Non-foreign. The Department's policy requires travelers to stay at hotels where the rate is at or below per diem, preferably a FedRooms property. Amounts over per diem are the responsibility of the traveler, with very few emergency exceptions. Please be advised that some trips will require the use of a reduced per diem, which will be stated on your travel authorization.

When using GetThere, the online booking engine, first look to see if the hotel has the FedRooms symbol (★ Hotel Properties marked with a star are "FedRoom" properties). FedRooms is Federal Government lodging. The FedRooms rates are always at or below Federal Government per diem rates. Most of the Department's frequently traveled cities have FedRooms properties available. Well-known hotel names participate such as Best Western, Biltmore, Candlewood Suites, Clarion, Comfort Inn, Country Inns and Suites, Courtyard by Marriot, Doubletree, Drury Inn, Embassy Suites, Hampton Inn, Hilton, Holiday Inn, Homewood Suites, Radisson, Ramada, Sheraton, and Wyndham. The hotels are located in convenient locations. All hotels are FEMA-certified (meet fire safety regulations).

There are already more than 2,500 hotels signed up, with more coming soon! Check to see if there is a hotel where you travel at this convenient website: http://www.fedrooms.com/Doc/2006_FPLP_properties.xls

If you need to call a Carlson travel agent to book your trip, the agents will only offer hotels at per diem or below per diem. Each travel agent desk top has the GSA per diem website bookmarked. The agents are instructed to ask each traveler booking a hotel what per diem rate they are authorized. They will use this dollar amount as a qualifier for their search. If the caller is unsure of what they are authorized, then the agent will look up the per diem amount on the website and book a hotel according to the per diem rate. If there is a destination in CONUS that is not listed on the GSA per diem site, then the standard per diem rate will be the default rate.

Rental Cars

In 1986, the Surface Deployment and Distribution Command (SDDC), formerly MTMC, was tasked with managing the rental car program for the federal government.

SDDC implemented the U.S. Government Rental Car Agreement which includes superior rates when renting for official business. The agreement has many benefits other than rates, such as unlimited mileage, reduced age restriction and collision damage waiver insurance. These rates are not subject to blackout dates, do not require advance



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Surface Deployment and Distribution Command
(SDDC)



Doing Business with SDDC
Families First
Contact the Webmaster
Access ETA System

reservations, or even a minimal rental period. To read more about SDDC, go to:
<http://www.sddc.army.mil/Public/Passenger/Carriers%20and%20Programs/Car%20Rental%20Carriers>

Government traveler beware! There are companies that do not participate in the SDDC agreement advertising "Government" rates at what appears to be a reasonable rate. These inviting rates, however, do not include insurance, unlimited mileage, or guarantee a newer vehicle. These non-participating companies have never signed an agreement with SDDC, and do not have any ceiling rates on file with SDDC. If the traveler has an accident, it is not covered under the agreement, and the traveler is solely liable for the damage incurred to that vehicle, paying not just the deductible, but the whole claim.

Be sure you book the real thing by using GetThere, the online booking engine. All rental car rates provided in GetThere are SDDC government rates. For the most part, SDDC rates end in whole numbers. You can confirm your rental car is a participant by going to the list of approved car rental companies at www.sddc.army.mil. Additionally, when you pick-up the rental, the invoice should include a standard mandatory government administrative rate supplement (GARS) of \$5.00 per day worldwide.

There are some locations where government rates are not available, for example, Homer, Alaska. SDDC recommends travelers try to book a SDDC rate at a nearby location. If there is no other option, book the lowest total rate available; but do not purchase the CDW insurance, because it is not reimbursable. If an accident does occur, the Government is self-insured and will cover the repair costs.

Travelers who have rented a SDDC rate and have an accident can submit a request for a claim online. Please gather the following information: Traveler's name, phone and email address or Name of POC, phone and email address; Vehicle type; Date of rental; Rental Company name; Rental Location; Incident Date, Amount of the claim; and Claim description. The traveler must provide copies of the following documents before processing can begin on a claim: Travel Orders, Rental Contract, Itinerary, Traveler's Statement and Police Report. Go to the Vehicle Rental Claims System at:
<https://cidss2.sddc.army.mil/apps/Rental/Rental.nsf>

Traveler "TIP BITS"

Rental Car Tips

- Don't Wander From Your Designated Route.

Unlimited mileage is great, but you're not on vacation! Your TDY authorization determines where you should drive. If you're authorized to go from Point A to Point B, then go from Point A to Point B. Take a side trip to Point C, and you are inviting trouble. If you have an accident at Point C, you could be liable for the damage done to that vehicle, since it is not one of your authorized TDY points. Use the same guidance for a rental car that you would for a Government vehicle (see FTR 301-10.201). Use a rental only for official purposes which include transportation between places of official business; between official business places and places of temporary lodging when public transportation is unavailable or its use is impractical; between official business places or temporary lodging and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort,

or health of the employee to foster the continued efficient performance

of Government business; or as otherwise authorized by your agency. You are responsible for any additional cost resulting from unauthorized use and you may be subject to administrative and/or criminal liability for misuse.

- Going Off-Road?

Sometimes, dirt and gravel are the paths that get you where you need to go. The [SDDC] agreement states that operation of the vehicle off paved, graded, state or professionally maintained roads, or driveways, must be agreed to in writing beforehand. If you don't get it in writing, and you go off-road, and bust an axle, you're no longer covered under the SDDC program in terms of insurance. If you know you are going to take the vehicle off-road, notify the rental company when you pick it up. If they authorize you to take the car off-road, make sure the rental car company puts it in writing. If it is not covered in writing, then the renter or his agency can be liable for the damage.

- Want An Upgrade?

You are authorized to rent a compact car, unless transporting a large amount of Government property or providing transportation to more than two other employees who are on official travel. If you reserve a compact car, and they tell you a compact is not available, but they have a Lexus, if they rent you the Lexus at the same SDDC rate as the compact, you can upgrade. Ask the rental car company to put it in writing that it is a fleet upgrade at the SDDC compact car rate with no additional charges.

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Table 2 displays the percentage of tickets used purchased through GetThere, the online booking engine (OBE). Note bureau percentages are influenced by: BIA: disconnected users; BLM: Fire fighter travel; OS: VIP travel and disconnected users; OSM: large volume of invitational travel.

Table 3 illustrates the total number of tickets purchased (both online and by utilizing a Carlson travel agent).

Table 2

Month	BIA	BLM	BOR	FWS	NPS	MMS	OS	OSM	USGS
Mar 05	15%	52%	60%	46%	48%	33%	27%	44%	53%
Apr 05	24%	75%	79%	67%	65%	60%	37%	51%	75%
May 05	19%	69%	83%	63%	62%	64%	37%	52%	73%
Jun 05	23%	54%	79%	61%	60%	69%	35%	53%	72%
Jul 05	27%	26%	85%	65%	58%	62%	34%	49%	74%
Aug 05	21%	36%	86%	60%	55%	66%	34%	67%	68%
Sep 05	17%	41%	78%	53%	46%	51%	36%	80%	70%
Oct 05	22%	57%	79%	59%	52%	44%	35%	46%	72%
Nov 05	18%	68%	82%	65%	56%	54%	45%	66%	75%
Dec 05	21%	71%	78%	69%	57%	67%	33%	66%	74%
Average	21%	55%	79%	61%	56%	57%	35%	57%	71%

Table 3

Week	BIA	BLM	BOR	FWS	NPS	MMS	OS	OSM	USGS	TOTAL
Mar 05	1353	1630	1150	1889	2066	280	982	122	1788	9907
Apr 05	1617	1853	1377	2121	2297	432	1117	186	2058	11441
May 05	1057	1581	1227	1470	1702	301	1009	157	2117	9564
Jun 05	1047	1637	1121	1533	2007	227	1006	162	1690	9383
Jul 05	1199	2388	952	1399	1638	249	771	134	1638	9169
Aug 05	1042	1875	1049	1533	1709	262	985	111	1495	9019
Sep 05	864	1854	1205	1552	1595	167	883	98	1264	8618
Oct 05	941	1667	1384	1726	2461	289	918	153	2177	10775
Nov 05	852	1294	957	1137	1796	259	744	93	1281	7561
Dec 05	507	833	587	996	809	167	463	35	885	4775
TOTAL	10479	16612	11009	15356	18080	2633	8878	1251	16393	90212

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Carlson Wagonlit Government Travel:

866-227-5638
(for reservations and help desk)

TMC Comments and Feedback Form:

<http://www.doi.gov/pfm/tmc/feedback.html>

DOI Travel Profile and SABRE/GetThere:

<http://www.cwgt.com/default.asp?PageMode=Profile&AgencyIDPK=721>

DOI Travel Policy:

<http://www.doi.gov/pfm/travel.html>

This newsletter is available on the Internet at:

http://www.doi.gov/pfm/travel_newsletter