



United States Department of the Interior


OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

OCT 31 2007



FINANCIAL ADMINISTRATION MEMORANDUM NO. 2007-017 (II.G.4.)

To: Bureau Assistant Directors, Administration
Chief Executive Officer, National Business Center
Bureau Finance Officers
Finance Officer, National Business Center
Departmental Office Directors
Director, Administrative Law Division, Office of the Solicitor
Finance Officer, Office of the Special Trustee
Finance Officer, Advisory Council on Historical Preservation
Finance Officer, National Indian Gaming Commission

From: Daniel L. Fletcher, Director 
Office of Financial Management

Subject: New Pricing for Travel Reservation Transactions – Northrop Grumman

The purpose of this Financial Administration Memorandum (FAM) is to announce the new pricing for travel management services offered through our new contractor, Northrop Grumman. Effective November 30, 2007, the Department of the Interior will have transitioned to Northrop Grumman's travel management system, GovTrip. Carlson Wagonlit's services will no longer be available to the Department.

The new pricing for travel management services is shown below. The unit pricing is per transaction, unless otherwise indicated.

<u>Item #</u>	<u>Description</u>	<u>New Unit Price</u>
0001	Self Service Domestic or International Travel with Air/Rail	\$ 4.60
0002	Self Service Domestic or International Travel without Air/Rail	\$ 4.00
0003	Full Service Domestic Travel with Air/Rail	\$27.75
0004	Full Service International Travel with Air/Rail	\$36.25
0005	Full Service Domestic or International Travel without Air/Rail	\$17.25
0006	Paper Ticket with U.S. Mail Delivery	\$ 3.75 per ticket
0007	Paper Ticket with Express Delivery	\$10.50 per ticket
0008	Paper Ticket with Courier Delivery	\$16.75 per ticket

<u>Item #</u>	<u>Description</u>	<u>New Unit Price</u>
0009	Standard Reports (included with implementation)	no charge
0010	Customized Reports (development charge)	\$116.65 per hour
0011	On-site VIP agent (Main Interior)	\$ 33.00 per hour

Please ensure that all travelers and travel arrangers in your office are aware of the new pricing for travel management services.

Questions concerning Northrop Grumman's travel management services should be directed to the Department's Travel Manager, Jacqueline Lynch at (703) 648-7680, e-mail Jacqueline_lynch@ios.doi.gov.

Prior Financial Administration Memoranda on this subject:
No. 2007-005 (II.G.4), April 19, 2007 – Cancelled

cc:
Bureau Travel Management Leads