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Bulletin

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This Bulletin provides REE
travelers information on the
policies associated with the use of
the EDS FedTraveler reservations
and ticketing service.

Since January 1, 2005, Research, Education, and Economics (REE) offices have been migrating to the Electronic Data Systems (EDS) FedTraveler reservation and ticketing service as local Travel Management Center (TMC) task orders expire. The Department of Agriculture (USDA) issued “business rules” for the use of FedTraveler. REE travelers must abide by these business rules when using FedTraveler. The complete set of business rules is available online, along with other helpful information on FedTraveler, at <http://www.nfc.usda.gov/corporate/Travelbridge.htm>. REE employees should note the following top five business rules:

- REE travelers must have an active user profile before attempting to make reservations. To determine if a travel profile exists and is active, REE travelers should contact FedTraveler at 866-876-8020, select option 1, and request assistance from the FedTraveler technician in determining if their profile is active. If the traveler does not have a profile, they should request that FedTraveler establish a profile; FedTraveler will contact the Travel and Relocation Services Branch office to confirm that the traveler is an REE employee prior to establishing a profile.
- REE travelers must use their individually billed travel charge card to reserve domestic transportation tickets. If the traveler does not have an individually billed travel charge card or is or is traveling to a foreign area, the Government Transportation System (GVTS) account will be used for common carrier reservations ONLY.
- Lodging and rental car reservations must be confirmed with an individually billed travel charge card; REE travelers who do not have an individually billed travel charge card must use a personal credit card to reserve hotel and auto rental. The GVTS may not be used to reserve lodging or rental cars.
- Reservations for domestic travel will be ticketed three days prior to the beginning of travel and reservations for foreign travel will be ticketed five days prior to the beginning of travel. Travelers may request early ticketing up to 15 business days prior to travel, without further approval. Any ticketing requested earlier than 15 days prior to travel requires the approval of the agency Travel Policy User’s Group (TPUG) representative. See attachment 1 for a list of REE TPUG representatives. Early ticketing of transportation will result in an immediate charge to the travel charge card used for payment. Charges to individually billed accounts must be made by the due date of the charge card bill, even if travel has not been completed by the bill due date.
- While all Federal employees are mandatory users of the government contract fares, REE travelers may, in limited situations, use restricted and non-refundable transportation tickets. Such tickets must be specifically requested by the traveler, must be cost effective to the agency, must only be used in situations where traveler is certain to occur, and must be authorized by the approving official. The traveler must secure the approving official’s specific written authorization to use

restricted or non-refundable tickets. Failure to gain such approval may result in additional, non-reimbursable expense to the traveler.

In all cases, travelers must have an authorization number prior to attempting to make reservations, and when using the GVTS for payment must also have an accounting code and purpose code. REE travelers should become familiar with the USDA FedTraveler business rules, and are responsible for arranging travel in conformity with these rules.

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