

DOI TRAVEL NEWSLETTER

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IN THE NEWS

Can I take it with me?

Effective Tuesday, September 26, rules were adjusted on liquids, aerosols and gels for passengers boarding commercial aircraft in the US. Travelers may now carry through security checkpoints travel-size toiletries (3 ounces or less) that fit comfortably in one, quart-size, clear plastic, zip-top bag, and also declare larger amounts of prescription liquid medications, baby formula and diabetic glucose treatments, which will be screened. Once through security, beverages and other items purchased in the secure boarding area may be brought on-board the aircraft. For more information, go to www.tsa.gov.



Cost may put an end to travel program

The slowly progressing Registered Traveler program may end up costing travelers up to \$200 a year for a fast pass through airport secu-

rity. This amount has more than doubled the preliminary calculations, and could discourage travelers from signing up, making the program unprofitable at some airports. There are about 20 airports that have applied for the program so far.

Marriott Hotels Go Non-Smoking

In September 2006, all of the Marriott Hotel properties became completely non-smoking zones. This move is seen as the largest adoption of a non-smoking policy within the hotel industry. The non-smoking policy will be in effect for all Marriott properties and cover 2,300 individual properties.

The Bump...

Denied boarding happens when airlines sell more tickets for a scheduled flight than there are seats on the aircraft. Airlines frequently sell more tickets than there are seats on the aircraft because up to 10% of passengers do not confirm their reservations in time, do not present themselves for check-in in time or simply decide not to take their flight on a given date. This can mean that the airline ends up with empty seats on

the flight and these flights operate at a loss. Airline passengers in the US are getting bumped off flights more frequently than at any time in the last six years. Some 16,300 passengers were bumped against their wishes in the April-June quarter. The airlines' rate of involuntary denied boardings was the highest since 2000.

Passport Alert

The Intelligence Reform and Terrorism Prevention Act of 2004 requires that by January 1, 2008, travelers to and from the Caribbean, Bermuda, Panama, Mexico and Canada have a passport or other secure, accepted document to enter or re-enter the US. This will be completed in two phases. Beginning January 8, 2007, all travelers entering the US (including US citizens) from air or sea travel to or from Canada, Mexico, Central and South America, the Caribbean, and Bermuda must have passports. Starting January 1, 2008, this requirement will be extended to all land border crossings as well as air and sea travel. If your passport is about to expire (or you don't have one) now is the time to get it renewed or issued.

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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.

CONTRACT CITY PAIR FARES — FY2007

GSA Announces FY 2007 Contract City Pair Fares

The General Services Administration (GSA) has released the fiscal year 2007 contract city pair fares. The City Pair Program (CPP) has many features that allow Government travelers all the flexibility possible, which is critical in planning official travel. Non-stop service was awarded in 95% of the markets where non-stop service was offered, fares are priced as one-way allowing for multiple destinations at the same great price, fares are unrestricted meaning no advance purchase necessary, no minimum or

maximum length of stay required, tickets are fully refundable, no charge for cancellations or changes, last seat availability and no blackout periods.

Each fall, GSA identifies most used routes based on demand using travel information from Federal agencies and by using data from the GSA travel charge card contractors. A solicitation is issued in the early spring, with offers due shortly thereafter. All offers are scored and assigned points based on the evaluation factors (such as number of flights and time/distance traveled), best value (time, nonstop service, number of flights, num-

ber of seats), and market condition (one carrier vs. multiple carriers for the city pair).

GSA receives exceptional pricing because using the contract city pair fares is mandatory, unless a valid exception exists. Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows Government travelers to take advantage of any low commercial fares offered by non-contract carriers, if the fares are also offered to the general public. Travelers that use this exception would have to abide by the restrictions. Restrictions on discounted commercial fares usually include nonrefundability,

DOI's Most Used City Pairs	2006 Awarded Airline	2006 Standard City pair	2006 Capacity Controlled	2007 Awarded Airline	2007 Standard City pair	2007 Capacity Controlled
ANCHORAGE - FAIRBANKS	Alaska Airlines	\$200	\$171	Alaska Airlines	\$200	-
BILLINGS - DENVER	Frontier Airlines	\$199	\$149	Frontier	\$189	\$149
BOISE - PORTLAND	Southwest Airlines	\$ 86	\$47	Southwest Airlines	\$ 94	\$ 57
DENVER - ALBUQUERQUE	Frontier Airlines	\$149	\$134	Frontier Airlines	\$149	\$134
DENVER - LAS VEGAS	Frontier Airlines	\$ 49	\$ 99	United Airlines	\$118	-
DENVER - PHOENIX	United Airlines	\$112	None	Frontier Airlines	\$109	\$ 89
DENVER-SACRAMENTO	Frontier Airlines	\$189	\$159	Frontier Airlines	\$189	\$159
DENVER - SALT LAKE CITY	United Airlines	\$ 85	None	Frontier Airlines	\$ 79	\$ 69
DENVER - WASHINGTON (Dulles)	United Airlines	\$358	None	United	\$402	\$366
DENVER - WASHINGTON (Reagan National)	Frontier Airlines	\$199	\$159	United Airlines	\$209	\$161
WASHINGTON (Dulles) - ALBUQUERQUE	United Airlines	\$148	\$141	American Airlines	\$252	\$126
WASHINGTON (Reagan National) - ALBUQUERQUE	American Airlines	\$221	\$104	American Airlines	\$304	\$137

change or cancellation fees, and minimum or maximum stay requirements.

Additional exceptions to the mandatory use requirement are contained in the Federal Travel Regulation (FTR § 301-10.107) and are summarized as follows:

- No CPP seats/flights are available in time to accomplish purpose of travel
- All CPP flights are outside core work hours
- Cost effective rail travel is available
- No non-smoking CPP flights are available

Dual airfares continue to be available in over 2,300 CPP markets. The dual fares include: a highly discounted unrestricted fare (YCA), and a capacity controlled fare (_CA) with an even deeper discount. _CA fares have a limited number of seats, but no other restrictions. _CA availability varies carrier-by-carrier and market-by-market. If your travel plans are certain, then get additional savings by booking a _CA fare. The average differential between YCA and _CA fares is \$119, but varies market-by-market.

To search Contract City Pair Fares, go to www.gsa.gov/citypair.

FY 2007 TRAVEL PER DIEM RATES

General Service Administration Issues Fiscal Year 2007 Travel Per Diem Rates

The General Services Administration (GSA) has announced FY07 CONUS (48 contiguous states and the District of Columbia) per diem rates for federal travelers effective October 1, 2006. The new rates indicate increases for many travel destinations, some change in structure of the program, and changes in seasonal dates for some cities. The "meals and incidentals" portion has not changed ranging from \$39 to \$64 a day. The standard lodging rate for destinations that are not assigned a specific lodging rate will remain at \$60 for lodging, and \$39 for meals and incidentals, totaling \$99.

In an attempt to improve the process of establishing Federal per diem rates, GSA has begun basing a locations lodging per diem rate on average daily rate data. Four factors that influence the average daily rate are Property Selection Criteria, Time Frame of Data, Seasonality, and Methodological Rate Adjustors. Data is collected from specific properties that meet the GSA criteria. The criteria includes geography (i.e., zip codes to which Federal employees travel), fire safe certification, and various property demographics. A research team ranks properties into luxury, upper upscale, upscale, mid-scale, and economy categories. In FY07, GSA selected mid priced fire safe properties in a county, a city, or part of a city most frequently

traveled by Federal employees. The goal of the selection criteria is to choose properties best representing mid-range hotels in each market. The data used for FY 07 rates was generated from April 2005 to March 2006, based on travel between Monday through Thursday. Seasonal rate periods were created in markets where the rates are different for at least a two month period by at least 15%. Rates rarely increase or decrease more than \$49 from last year's published Per Diem rate.

For your convenience, the complete list of FY 2007 per diem rates can be found at the following internet address: www.gsa.gov/perdiem/ (Be sure to select FY07.)

City	FY 2007				FY 2006			
	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
Albuquerque		70	49	119		66	49	115
Boise		79	49	128		73	49	122
Denver		127	49	176		119	49	168
Las Vegas	09/01-04/30	114	64	178	09/01-04/30	112	64	176
	05/01-08/31	100	64	164	05/01-08/31	99	64	163
Phoenix	01/01-03/31	141	59	200	01/01-03/31	127	59	186
	04/01-05/31	109	59	168	04/01-05/31	109	59	168
	06/01-08/31	74	59	133	06/01-12/31	84	59	143
	10/01-12/31	103	59	162		-	-	-
Portland, OR		98	49	147		98	49	147
Sacramento		103	59	162		94	59	153
Salt Lake City		90	54	144		78	54	132
Washington, DC	09/01-11/30	195	64	259	09/01-12/31	166	64	230
	12/01-05/31	188	64	252	01/01-05/31	187	64	251
	06/01-08/31	162	64	226	06/01-08/31	145	64	209

The CONUS cities most frequently traveled to by the Department are shown in the table above.

The M&IE breakdown remains the same for 2007, as shown (table at right).

M&IE	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Incidentals	3	3	3	3	3	3

Getting to the Airport ...

(by Susan Erickson)

Finding cost effective and timely transportation to and from the airport can be a challenge. Shuttles, taxis, privately owned vehicle – all are options, but are they the best option for travelers?

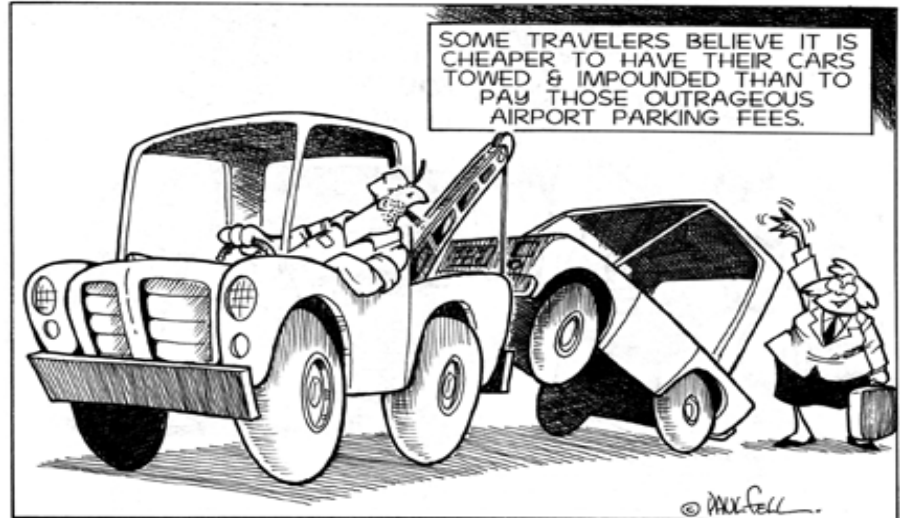
Many travelers opt for convenience when traveling to the airport. Convenience generally means driving their POV to the airport and parking in the airport's long term parking. However, with the rising costs of public parking, this could be a costly decision for travelers. In a recent General Services Board of Contract Appeals (16759-TRAV, December 22, 2005), the board upheld an agency decision to limit a traveler's reimbursement for transportation to and from the airport to round trip taxi fare. What did this mean to the traveler? In this case, the traveler was personally responsible for over \$700 in parking and related fees for his decision to drive to and park at the airport. His TDY assignment originally was slated for 30 days and was unexpectedly extended another 70 days. The extension of the TDY assignment held no bearing in the decision to limit reimbursement. In fact the employee's decision would have cost him in either situation. The estimated parking for 30 days was \$182 – more than twice the estimated round trip taxi fare of \$80.50.

Regulations are clear. In §301-10.308 of the Federal Travel Regulations, it states that reimbursement of airport parking may not exceed the cost of round trip taxi fare. The next time you travel consider your options. For most travelers, shuttles and taxis are the most convenient and cost effective. They provide door-to-door service and baggage assistance, and they won't end up costing you in the long run.

Rental Cars

All travel reservations, including rental cars when airfare is not part of the trip, should be made using the Department's E-Gov Travel provider, CW Government Travel (Carlson). Carlson will reserve a vehicle included in US Government rental car agreement, if one is available, and will advise the traveler or arranger if the rental is NOT an agreement vehicle. The agreement has several perks, one of which is that insurance is included.

As a reminder, travelers will not be reim-



bursed for rental car insurance coverage purchased in the United States or nonforeign OCONUS locations regardless of from whom the rental car is rented. Additionally, damage sustained by a rented automobile while being used on other than official business is not authorized and will not be reimbursed. Some vehicles, such as a SUV, may not be covered with liability and vehicle loss and damage insurance for the traveler or the Government when rented for official Government travel. To view appropriate rental car companies and rates go to the Passenger section in the top right-hand corner of the SDDC website at <http://www.sddc.army.mil>, click on Car Rental Carriers in left-hand column, then Ceiling Rates. Vehicles listed in the rental car agreement on the SDDC website are the only vehicles covered under the SDDC rental-car agreement. Any vehicle offered by a company that is under the SDDC rental car agreement but not listed on the SDDC list as a vehicle "in that category"

does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Government, and should not be rented for official Government travel. Usually, there is a company listed that has a vehicle necessary for official Government travel and these companies should be used. If you are not sure that you are renting a car that is covered by the agreement, review your statement for an itemized government administrative rate supplement (GARS) fee of \$5.00 per day.

As a reminder, travelers are authorized to rent a compact size car, unless transporting a large amount of Government property or providing transportation to more than two other employees who are on official travel. With adequate justification, approving officials have the flexibility to override the size, based on operational needs, safety, weather, physical needs of the employee and other considerations.



TRAVELER “TIP BITS”

Travel Arrangers Calling an Agent Need to Know the Traveler’s User ID

When a travel arranger is justified to call a Carlson agent to arrange travel, the traveler’s User ID should be verified. The Department is a large agency with over 70,000 employees and invitational travelers. There are many duplicate names. In an attempt to prevent mistaken identity and save time, Carlson has requested travel arrangers identify travelers by their Carlson User ID.

At the Airport without a Ticket

Occasionally a traveler will arrive at the airport, without an issued ticket. There are numerous reasons why a ticket might not be issued such as an expired or entry error for the charge card, corporate card use not approved, purchase not finalized, and agent error.



When the traveler arrives at the airport and realizes the ticket has not been issued, the traveler will call Carlson, and the agent will offer a seat on the original flight or if not available will find another flight to accomplish the mission of the traveler. Many times the fare offered at the airport is excessive and the traveler accepts hastily just to get on the plane. Once the traveler agrees to the increased fare, and uses the ticket, it’s too late to complain to Carlson about the increased cost of the flight. Some fares have increased by over \$1000 from \$300 to \$1300. Please do not purchase a ticket where the fare has increased, if you do not have authority to do so, and other options are available. Carlson agents have been instructed to work with the traveler to get the best value for the Government. When the traveler calls Carlson, instead of the agent informing the traveler of the increased cost only, the agent will offer other suggestions to obtain a reduced fare.

Arranging Group Travel

Carlson has set up a special “group travel” desk to assist the Department. If you are arranging travel for ten or more travelers, please select the “group travel” prompt on the toll free number. The Carlson group travel agents will know the specifics about your group trip, and will be available to arrange your travel requirements.

Hotels Offering “Government Rate”

The FedRooms program is the only true Government lodging program that guarantees a room rate at or below the GSA per diem allowance. A hotel’s “Government” rate has no affiliation with the Government, and could potentially be at a rate above the per diem allowance for that TDY location. Unapproved lodging expenses above the per diem allowance could become the responsibility of the traveler, not the Department. Verify rates through GSA’s Per Diem search tool (www.gsa.gov/perdiem)



International Travel

Less than 2% of the Department’s travel is conducted internationally. Although reservations can be reserved at any time, a signed travel authorization (TA) must be faxed to Carlson prior to ticket issuance. Although GSA has negotiated several contract city pair fares for frequented major cities overseas such as Frankfurt, London, Tokyo, and Seoul,

many DOI destinations do not have contract city pair fare awards or lower fares are available. Prices for non-contract city pair fares will continue to fluctuate until a ticket is issued. Once the TA is received and the ticket is issued, the traveler will receive an “invoiced itinerary” indicating costs to include the CWGT transaction fee.

Profile Expirations

If you are an infrequent traveler, read on. Your Carlson profile will expire on the first day of the 13th month when there has been no activity for a year. If you haven’t traveled in over 12 months, please call the Carlson help desk at 866-227-5638 (select the prompt for technical assistance) prior to arranging your trip. The technical desk is open from 7:00 a.m. until 8:00 p.m. Central Time Monday through Friday. Once a traveler calls the help desk, it is an instant fix by the technical assistant, and the traveler can arrange travel immediately. The following reminder message has been added to the OBE.

- **Now Available!** - Restrictive and penalty fare types can now be reserved online! To request these fares, select the "Restricted / Penalty" option in the Ticket Type box below. The system will automatically default to unrestricted fares unless this option is selected.
- **Attention** - If you have not traveled within the past 12 months, please contact the E2 Helpdesk at 866-227-5638 prior to making your arrangements.

U.S. DEPARTMENT OF THE INTERIOR

The following table displays the percentage of tickets purchased through the self service Online Booking Engine, Get-

Month	BIA	BLM	BOR	FWS	MMS	NPS	OS	OSM	USGS
Sep 05	17%	41%	78%	53%	51%	46%	36%	80%	70%
Oct 05	22%	57%	79%	59%	44%	52%	35%	46%	72%
Nov 05	18%	68%	82%	65%	54%	56%	45%	66%	75%
Dec 06	21%	71%	78%	69%	67%	57%	33%	66%	74%
Jan 06	21%	64%	81%	67%	61%	60%	40%	68%	76%
Feb 06	22%	67%	83%	65%	66%	61%	44%	55%	73%
Mar 06	25%	65%	86%	67%	56%	63%	40%	66%	75%
Apr 06	28%	68%	87%	65%	62%	63%	39%	59%	74%
May 06	23%	57%	84%	64%	57%	61%	42%	59%	73%
Jun 06	25%	40%	82%	63%	66%	55%	45%	54%	70%
Jul 06	22%	23%	87%	62%	67%	57%	44%	58%	70%
Aug 06	20%	27%	87%	59%	70%	54%	45%	67%	69%
AVERAGE	22%	54%	83%	63%	60%	57%	41%	62%	73%



Travel Contacts and Web Sites

Newsletter/E-Gov Travel/Travel Policy:

Tamara L. Peyton
 tamara_l_peyton@ios.doi.gov
 202.208.6227

Carlson Wagonlit Government Travel:

866-227-5638 (for reservations and technical assistance)

TMC Comments and Feedback Form:

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

DOI Traveler Profile and Online Booking Engine:

<http://www.cwgt.com>

DOI Travel Policy:

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

This newsletter is available on the Internet at:

http://www.doi.gov/pfm/trav&relo/travel_newsletter/index.ht

The following table displays the total number of tickets purchased from Carlson both online and via a Carlson travel agent.

Month	BIA	BLM	BOR	FWS	MMS	NPS	OS	OSM	USGS	Total
Sep 05	864	1,854	1,205	1,552	167	1,595	83	98	1,264	9,482
Oct 05	941	1,667	1,384	1,726	289	2,461	918	153	2,177	11,716
Nov 05	852	1,294	957	1,137	259	1,796	744	93	1,281	8,413
Dec 05	507	833	587	996	167	809	463	35	885	5,282
Jan 06	913	1,674	1,233	1,905	303	1,645	823	120	1,600	10,216
Feb 06	957	1,753	1,133	1,932	237	1,653	856	129	1,712	10,362
Mar 06	1,498	1,920	1,472	2,278	353	2,236	1,023	158	2,375	13,313
Apr 06	1,063	1,657	1,177	1,454	340	1,693	862	154	1,934	10,334
May 06	1,050	1,396	1,246	1,609	317	1,552	863	190	1,777	10,000
Jun 06	876	1,675	1,081	1,668	229	1,510	749	138	1,746	9,672
Jul 06	815	2,510	896	1,571	217	1,480	837	144	1,536	10,006
Aug 06	1,030	2,523	1,159	1,664	249	1,622	1,038	178	1,642	11,105
TOTAL	11,366	20,756	13,530	19,492	3,127	20,052	10,059	1,590	19,929	119,901