

For: FSA Employees

Ticketing Transportation Reservations in GovTrip for Travel Through December 15, 2008

Approved by: Acting Associate Administrator for Operations and Management



1 Advance Ticketing for Travel

A Background

Because of the USDA change in travel charge card contractors from Bank of America to U.S. Bank, there will be advance ticketing of transportation tickets for travel through December 15, 2008, **only**.

Any reservations for travel after December 15, 2008, already in GovTrip will go through a travel charge card number change process which will result in the Travel Management Center (TMC) fee being elevated to the full service transaction fee.

B Purpose

This notice informs travelers about advance ticketing of transportation tickets for travel through December 15, 2008.

C Travelers/Travel Preparer Action

Transportation tickets must be booked online within GovTrip or with FSA TMC, **and** a travel authorization with a **final approved stamp** must be present in GovTrip by **noon EST** on Friday, November 21, 2008, for advanced ticketing to take place.

No new reservations for travel after December 15, 2008, shall be made until after 8 a.m. EST on Monday, December 1, 2008. This moratorium on making reservations is necessary to allow GovTrip to change the travel charge card numbers and contractor from Bank of America to U.S. Bank.

Travelers and travel preparers shall ensure that anyone traveling through December 15, 2008, has a travel authorization with a **final approved stamp** in GovTrip by **noon EST** on Friday, November 21, 2008.

Disposal Date February 1, 2009	Distribution All FSA employees; State Offices relay to County Offices
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1 Advance Ticketing for Travel (Continued)

D Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

E Contacts

If there are questions about this notice, contact the appropriate office as follows.

Employees	Contact
State and County Offices	State Office Administrative Office
Kansas City and St. Louis	Lois Dick by e-mail at lois.dick@kcc.usda.gov
National Office and APFO	FMD, Debt Management and Travel Policy Staff by e-mail at poc_travel@wdc.usda.gov