



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



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FINANCIAL ADMINISTRATION MEMORANDUM NO. 2008-006 (II.G.1)

To: Bureau Assistant Directors for Administration
Director, National Business Center
Bureau Finance Officers
Director, Office of Acquisition and Property Management

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

Subject: Excess Baggage Fees

There have recently been a number of inquiries regarding the use of the Government-issued charge card for excess baggage fees charged by airlines for more than one checked bag. Some airlines will exclude the excess baggage fees for travelers using the city-pair fare contract, while others do not.

Approving officials may authorize excess baggage costs when transporting official Government equipment and/or when the travel mission requires an excess baggage allowance. Examples would be when travelers are on long Temporary Duty Trips, extended details, or need to carry extra materials/equipment to accomplish the mission. The excess baggage approval should be clearly noted on the Travel Authorization.

As always, travelers are required to accomplish travel in the most prudent manner possible. Please direct any questions you may have on this subject to Jackie Lynch, Jacqueline_Lynch@ios.doi.gov or 703-648-7680.

Prior Financial Administration Memoranda on this subject:

[FAM 2004-07 \(II.G.4\) dated 8/05/04 \(revised\)](#)