



Functional Series [500](#)
Management Services

INTERIM UPDATE 08-08

SUBJECT: Reimbursement for Second Checked Bag Fee on Selected Airlines

NEW MATERIAL: This notice conveys that all USG travelers on official orders may be reimbursed the fee charged by an airline for checking in a second piece of luggage.

EFFECTIVE DATE: 05/05/2008

POLICY

**USAID/General Notice
M/AS/TT
06/10/2008**

Subject: Reimbursement for Second Checked Bag Fee on Selected Airlines

1. Effective May 5, all USG travelers on official orders may be reimbursed the fee charged by an airline for checking in a second piece of luggage. Most major U.S. carriers have modified their checked baggage policies. Several airlines are limiting the number of free checked bags to one and charging additional fees for anything exceeding the free baggage allowance. However, some carriers very soon may begin to charge a fee for the first checked bag. These additional charges on checked bags that are not overweight or oversized, when actually incurred and necessary, can be itemized and reimbursed per 14 FAM 562.2(3). Please note, the weight and dimensions of the free checked bag and the chargeable second bag have not changed and may be viewed at the respective U.S carrier web site.
2. Reimbursement for the second checked bag fee is based on what the U.S. Government would have incurred on baggage fees for travel on the direct route. Reimbursement is limited to the number of required legs of travel on the authorized route. Any expenses incurred in excess of what the USG would have paid will be the traveler's responsibility. (See 4 FAH-3 H-472.6)
3. For cost construct or indirect travel, the expense may be reimbursed if the traveler qualified for a second bag fee on his authorized routing. If the official routing is provided by an air carrier that imposes a fee for a second checked bag, and the traveler selects a different air carrier that also imposes a fee, the traveler may be reimbursed the baggage fee not to exceed the cost of the fee on the authorized routing.

4. Receipts are required if the baggage fee is \$75 or more. If approving officials know in advance that the traveler will be using one of the carriers levying the fee, the expense should be included on the orders, particularly if the fee exceeds \$75. If the expense is not included on the orders and the expense is in excess of \$75, the orders may need to be amended to add the funding prior to reimbursement. It is not necessary to amend orders for excess baggage charges under \$75, where the expense is not included on the orders.

5. The authorized reimbursement of a second bag fee should not be confused with overweight, oversized, or additional luggage in excess of the number of pieces authorized to be transported at USG expense. Charges for weight that exceed the carrier's baggage allowance are not reimbursable by the U.S. Government and are the traveler's responsibility. (See 14 FAM 568)

Point of Contact: Any questions concerning this Notice may be directed to Diane Carter, M/AS/TT, Room 2.09B, or via email: dicarter@usaid.gov or on (202) 712-0835.

Notice 0630

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0808_081908	06/10/2008	05/05/2008		N/A	This IU will remain active until the policy and procedure in it are incorporated into ADS 522.

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