



FINANCIAL MANAGEMENT POLICIES AND PROCEDURES BULLETIN

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TO: Executive/Administrative Officers
Offices, Boards, and Divisions

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JMD Senior Management Staff

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SUBJECT: Receipts for Electronic Tickets [Ref. 41 C.F.R. § 301-52.4]

Various receipts for electronic tickets (e-tickets) are now available, all of which are acceptable for submission with travel vouchers paid by the Justice Management Division via the Financial Management Information System for the Offices, Boards, and Divisions, and the Office of Justice Programs. The following information must be included on the receipt: the traveler's name, the airline, the class of service, the dates of travel, the origin and destination, and the ticket price. Receipts may be obtained in the following ways:

1. At check in before boarding the aircraft. When checking in, a traveler should ask for a copy of his or her airfare receipt. The receipt is printed, along with the boarding pass, and the receipt, not the boarding pass, should be attached to the voucher.
2. At www.virtuallythere.com on the Internet. At any time up to six months after the ticket is issued (tickets are normally issued two days prior to travel), a duplicate receipt can be printed from the website "Virtually There." After logging onto that site, the traveler enters the six character

reservation code and his or her last name. The trip itinerary appears, and by clicking on “E-Ticket Receipt” the receipt appears. That screen can be printed and submitted with the voucher. This source is available for any user of the Department’s nationwide contract with Omega World Travel, or any other Travel Management Center (TMC) which makes reservations on the Sabre reservation system. It is not available for reservations made on the other reservations systems, i.e., Apollo or Worldspan. (Each TMC can advise which system it uses.)

The six character reservation code appears on the itinerary which Omega or other TMC faxes to the traveler after making a reservation. The code also appears on the itinerary which is produced when an on-line reservation is made by an employee. If a traveler does not have his or her reservation code, he or she can call the TMC and ask for the code.

Omega has been mailing e-ticket receipts to employees; however, mailed receipts sometimes arrive well after travel has concluded, and the mailing cost is paid by the Department. Many travelers are already obtaining early receipts using the methods described above so that they can submit their travel vouchers and receive reimbursement without delay. Because of the early availability of receipts without charge, we have asked Omega to cease mailing receipts, as of July 1, 2001.

If there are any questions concerning this Bulletin, please call Mark Rodeffer on (202) 616-5250.

cc: Bureau Financial Officers