



FINANCIAL MANAGEMENT POLICIES AND PROCEDURES BULLETIN

No. 01-17

May 2001

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

May 31, 2001

JMD Senior Management Staff

FROM: Marcia K. Paull
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Justice Management Division

SUBJECT: Charges for Overnighting Airline Tickets [Ref. 41 C.F.R. Part 301-51]

This Bulletin applies to all employees of Offices, Boards, and Divisions which use the Department's nationwide contract with Omega World Travel for travel management services.

This Bulletin supplements Financial Management Policies and Procedures Bulletin 00-05, *Required Use of Electronic Tickets*, December 28, 1999, which requires use of electronic tickets, unless travel circumstances justify issuance of paper tickets. When paper tickets are necessary, they are issued by Omega and overnighted to the traveler; the delivery expense is charged to the Department. Beginning June 23, 2001, the start of a new billing cycle, the overnighting expense will no longer be billed centrally, but will be charged to the same account used to purchase the tickets. Employees who must have paper tickets may claim reimbursement of the overnighting expense as a miscellaneous expense on their travel vouchers.

Employees in the Main Justice building may have their paper tickets issued by the Omega office in that building in Room 2519, where they may be picked up. Tickets may also be issued in the

Bicentennial Building, 600 E St., NW, and picked up in Room 4045. Reservations must be made by calling Omega's 800 telephone number: the caller must instruct the agent to have the tickets issued either at Main Justice or the Bicentennial Building.

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

cc: Bureau Financial Officers