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Director, Office of Administrative Services

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Date

DEPARTMENT OF COMMERCE (DOC)
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION
OFFICE OF ADMINISTRATIVE SERVICES

TRAVEL BULLETIN # 005, FY08

SUBJECT: Non contract fares are subject to change up until time of ticketing.

EFFECTIVE DATE: 03/25/2008

SUPERCEDES: N/A

BACKGROUND: Employees of the Department have reported issues when using non contract air fares. This is because there are restrictions with these fares.

PURPOSE: To provide employees with an announcement that non contract fares can change until the airline ticket is purchase.

PROCEDURES: The Federal Travel Regulation requires the use of contract fares for airline travel by government employees; however, there are some exceptions that allow a government employee to purchase a non-contract fare. Contract fares are pre-negotiated between the government and the airline and allow more flexibility and assurance for government travelers. When purchasing a non-contract fare many of the flexibilities and assurances are gone. It is essential that employees know that when a non-contract fare is purchased the reservation is subject to cancellation and price changes up until the time the ticket is purchased. Travel Agents with the Department's Travel Management Contractor, ADTRAV, will inform all government employees of this rule when a non-contract fare is booked.

REFERENCES: N/A

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