



Approved for Release
Fred Fanning
Director, Office of Administrative Services

March 29, 2008

Date

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

TRAVEL BULLETIN # 006, FY08

SUBJECT: Payment for second bag on non refundable domestic flights.

EFFECTIVE DATE: 03/25/2008

SUPERCEDES: N/A

BACKGROUND: New airline restrictions require travelers to pay \$25.00 for a second bag.

PURPOSE: To provide employees with an announcement that airlines may impose a \$25.00 charge for a second bag.

PROCEDURES: Several airlines have instituted a new policy of charging \$25 for the second checked bag. The effective dates are: Delta Airlines on May 1, 2008 with United Airlines and US Airways on May 5, 2008. United is the only airline that has indicated that they will waive this fee for the second bag if it is a contract flight (city pair fair). This fee must be paid by the traveler using the government travel card and reimbursement claimed on the travel settlement voucher if the bag is mission essential, medically necessary, or for an extended length of stay. This charge cannot be placed on a centrally billed account along with the airline ticket. Travel Agents with the Department's Travel Management Contractor, ADTRAV, will inform all government employees of this rule when a non-contract domestic ticket is booked.

REFERENCES: N/A

OFFICE OF ADMINISTRATIVE SERVICES: Rhonda Jackson, Acting Deputy Director, rhjackson@doc.gov, (202) 482-4570.

PROGRAM MANAGER CONTACT INFORMATION: Tamara Peyton, tpeyton@doc.gov, (202) 482-1818.