


Approved for Release
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Date

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

TRAVEL BULLETIN #15, FY11

SUBJECT: Reimbursement of Checked Baggage Fees

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Effective until canceled or superseded

PURPOSE: This bulletin serves to clarify DOC travel policy related to reimbursement of baggage expenses.

BACKGROUND: GSA revised the Federal Travel Regulation to clarify what baggage expenses an agency may pay. The regulation allows for the payment of all fees pertaining to the first checked bag; however, charges for the second and subsequent bags may only be reimbursed when the agency determines those expenses are necessary and in the interest of the Government.

Travelers should have written authorization with justification on their travel order/authorization to support the reimbursement of fees associated with the checking of the second and subsequent bags deemed necessary for official business. However, in cases where the excess baggage was not authorized on the travel order/authorization prior to travel, it can be post-approved on the traveler's voucher with proper justification.

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