

For: State Offices, KCMO, KCCO, and APFO

Travel Management Center (TMC) Transaction Fee Payment Methods

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

This notice is a follow-up to Notice FI-2413. Refer to Notice FI-2413 for information on TMC fee-based services.

**B
Purpose**

This notice provides guidance on establishing a method to pay TMC transaction fees in Field Offices.

2 Instructions

**A
Transaction Fee
Billings and
Payments**

Each Field Office should notify their FSA Procurement Officer and GSA representative that they want TMC transaction fees billed on traveler's individual Government-provided charge cards. Once this method of TMC transaction fee billing is established in the task order, each traveler will be billed for a TMC transaction fee each time they travel.

At this time, the Field Office should notify their travelers of the method of TMC transaction fee billing and payment.

Once the traveler is billed for a TMC transaction fee, the traveler should request reimbursement for the TMC transaction fee on their travel voucher under miscellaneous expenses.

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Disposal Date April 1, 2001	Distribution State Offices, KCMO, KCCO, and APFO
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2 Instructions (Continued)

B

**Canceled Trip
and Transaction
Fee**

If a trip is planned and transportation tickets are ordered and **received**, and the trip is later canceled, the traveler will be billed for the transportation tickets and the transaction fee. In this case, the traveler should ensure the transportation tickets are returned to TMC. Once the transaction fee has been charged to the traveler's Government-provided charge card, the traveler should request reimbursement for the TMC transaction fee in 1 of the following ways.

Type of Reimbursement	Ways to Request Reimbursement for TMC Transaction Fee
Travel Voucher	<p>The traveler should prepare a travel voucher showing the TMC transaction fee under miscellaneous expenses. The travel voucher should be processed in the normal manner.</p> <p>Note: If the travel authorization that corresponds with the transportation tickets and TMC transaction fee is for a single trip, the:</p> <ul style="list-style-type: none"> • TMC transaction fee should be the only reimbursable cost on the travel voucher • travel voucher should be marked "Final Voucher".
Convenience Check	<ul style="list-style-type: none"> • Travelers should submit SF-1164 and the TMC transaction fee documentation to their approving official for reimbursement. • The approving official will sign SF-1164 and forward SF-1164 to the office convenience check holder for processing and reimbursement of the traveler.
Imprest Fund	<ul style="list-style-type: none"> • Travelers should submit SF-1164 and the TMC transaction fee documentation to their approving official for reimbursement. • The approving official will sign SF-1164 and forward SF-1164 to the Imprest Fund for processing and reimbursement of the traveler. <p>Note: The accounting code that was used on the travel authorization should be used on SF-1164. "FA" should be inserted before the accounting code, and "2575" should be inserted behind the accounting code.</p> <p>Example: "FA002068403002575".</p>

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2 Instructions (Continued)

C

Contact

Address questions about this notice according to the following table.

Issue	Contact	Telephone Number
Accounting Code	Arthur Holmes	703-305-1240
Convenience Checks	Diane Cudd	202-690-1061
Imprest Fund	Robert Conrad	703-305-1315
Travel Voucher Reimbursement	Accounting and Travel Policy	703-305-1408
