UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice FI-2430

For: FSA National Office Employees

Travel Management Center (TMC) Transaction Fee Payment Methods for the National Office

Approved by: Deputy Administrator, Management

1 Overview

A Background

According to GSA policy, TMC's may now charge TMC transaction fees for issuing transportation tickets.

B Purpose

This notice provides guidance on the payment of TMC transaction fees.

2 Instructions

A Transaction Fee Billings and Payments

At this time, American Express, the Headquarters TMC, charges $15 per issuance of a transportation ticket. Each traveler will be billed for a TMC transaction fee each time transportation tickets are issued (not reserved or booked).

Note: The dollar amount of the TMC transaction fee may change with the new TMC contract, which is scheduled to begin in July 2000.

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.

Continued on the next page

Disposal Date	Distribution
June 1, 2001	All FSA National Office Employees

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 that 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 either of the following ways.

Type of Reimbursement	Ways to Request Reimbursement for TMC Transaction Fee
Travel Voucher	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. **Note:** If the travel authorization that corresponds with the transportation tickets and TMC transaction fee is for a single trip, the: • TMC transaction fee should be the only reimbursable cost on the travel voucher • travel voucher should be marked "Final Voucher".
Convenience Check	• Travelers should submit SF-1164 and the TMC transaction fee documentation to their approving official for reimbursement. • The approving official shall sign SF-1164 and forward SF-1164 to the office's convenience check holder for processing and reimbursement of the traveler. • If the office does not have a convenience check holder, forward SF-1164 to FMD.

C Contact

Address questions about this notice according to this table.

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