

For: FAS National Offices and FSA Offices

Paper Ticket Fees - Limited Reimbursements

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

The General Service Administration (GSA) recently issued guidance to permit carriers to charge a fee for the issuance of paper tickets to Government customers. GSA's ruling allows Federal departments to determine whether or not they will reimburse the paper ticket fee to employees when an electronic (e-ticket) is available from the Travel Management Centers.

Airlines may start charging for paper tickets after November 1, 2002. Accordingly, effective November 1, 2002, it is the general policy of the Department of Agriculture (the Department) **not** to allow for reimbursement of the paper ticket fee for domestic travel.

Foreign Travel. It has been determined that paper tickets are useful for certain international travel. Therefore, the Department's position is to allow the reimbursement of any paper ticket fees incurred with foreign travel.

**B
Purpose**

This notice provides information on reimbursements for paper ticket fees.

**C
Information
Disposal Date**

The information in this notice will:

- be included on the FMD Travel website
- remain effective until removed from the FMD Travel website.

<p>Disposal Date</p> <p>January 1, 2004</p>	<p>Distribution</p> <p>All FSA Offices; State Offices relay to County Offices, and FAS National Offices</p>
--	--

Notice FI-2564

2 Action

A Instructions

In rare circumstances, the need may arise for paper tickets during some domestic travel. The rare exception where domestic travel requires paper tickets will require a separate signed approval of a written request of authorization from the employee. This separate document (request) must be submitted to their travel approving official for approval **before incurring the expense**. The separate justification document signed by the travel approving official must be attached to the travel voucher for documentation and audit retention purposes.

B Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

C Contact

If there are questions about this notice, contact the appropriate office in the following table.

Office	Contact
FAS National Offices	Peter Hogan at 703-305-1236
FSA National Offices	FMD, ATPS at 703-305-1408
Kansas City and St. Louis complexes	
DAFO	
State Offices	DAFO
County Offices	State Office
