

For: National FSA and FAS Offices

**Increased Transportation Transaction Fees**

Approved by: Deputy Administrator, Management



**1 Overview**

**A**

**Background**

Effective January 1, 2003, the transaction fees at Carlson Wagonlit Travel (CWT) have increased.

The CWT transaction fee is now \$33.24 per domestic or international transactions. The OnLine booking transaction fee is now \$25.42. The car and/or hotel only reservations transaction fee has remained at \$8.

**Special Note:** If an employee acquires transportation tickets through the Agencies' Government Transportation System (GVTS) account, the transportation ticket **and transaction fee(s)** will be charged directly to the Agency and **should not be reimbursed** to the traveling employee.

**B**

**Purpose**

This notice provides information on CWT transaction 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.

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2004	All FSA and FAS National Offices

**Notice FI-2570**

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**2 Action**

**A  
Instructions**

Only reimburse traveling employees for the increased transaction fees if the increased transaction fees are shown on the travelers' Government-provided travel card bill.

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**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.

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**C  
Contact**

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

<b>Office</b>	<b>Contact</b>
FAS National Offices	Peter Hogan at 703-305-1236
FSA National Offices	FMD, ATPS at 703-305-1408

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