

**For:** National FSA Offices

**National Office Travel Management Center (TMC) Transaction Fee Increase and  
Online Transportation Booking Information**

**Approved by:** Deputy Administrator, Management

**1 Overview**

**A Background**

**Effective January 1, 2004**, the National Office TMC transaction fees will increase to \$34.74 per transaction for traditional agent booked records (reservations by telephone, FAX, etc.) and \$25.42 for online transportation bookings.

**Special Note:** Travelers should not be reimbursed for the transaction fee when the travelers' tickets are charged to the Agency transportation account (GVTS). If the transportation tickets are charged to the Agency and not charged to a traveler's individual charge card, then the transaction fee should not be reimbursed to the traveler since the traveler **will not or did not pay** the transaction fee.

Information on online transportation booking with the National Office TMC is provided in subparagraph 2 A.

**B Purpose**

This notice provides information on the National Office TMC price increase and online transportation booking with the National Office TMC.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2005	National FSA Offices

## Notice FI-2616

### 2 Action

#### A Online Transportation Booking With the National Office TMC

All travel reservations, booked over the telephone or online, will be created using the information that is in a traveler's User Profile.

- Any employee that wants to book transportation online or have transportation booked for them must have their own User Profile.
- To establish a User Profile or book transportation online, employees must log onto the internet at the TMC website at [www.cwgovernment.com/usdahq](http://www.cwgovernment.com/usdahq).
- If an employee has problems with creating a User Profile or booking transportation online, they should call TMC at 1-877-832-6579.

**Note:** Screens of the online transportation booking system are available at <http://intranet.fsa.usda.gov/fsa/travel/travel.htm>.

#### 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 User Profiles or online transportation booking, contact TMC, Carlson Wagonlit at 1-877-832-6579.