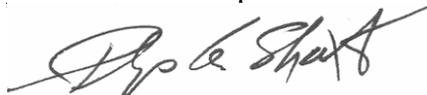


**For:** FSA Employees

**Announcing Current GovTrip Fees**

**Approved by:** Acting Associate Administrator for Operations and Management



**1 Announcing GovTrip Fees**

**A Background**

FSA employees have had questions lately concerning GovTrip fees. Since USDA began using GovTrip there has always been a fee to use GovTrip and the associated travel management center (TMC). TMC fees will be charged for booking hotel only, rental car only, air transportation only, or 1 TMC fee for booking any combination of hotel, rental car and/or air transportation, but only 1 voucher processing fee. Additionally, depending on the airline used there may be 2 TMC fees, but only 1 voucher processing fee.

FSA is part of the USDA contract that is part of the GSA contract with the GovTrip vendor. Use of an etravel-egov software was mandated by President Bush's egov initiative. GovTrip fees were originally provided to FSA travelers in Notice FI-2840 that was issued on June 10, 2008.

**B Purpose**

This notice informs employees of current GovTrip fees.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2010	All FSA Employees; State Offices relay to County Offices

**Notice FI-2936**

**1 Announcing GovTrip Fees (Continued)**

**C GovTrip Fees**

GovTrip fees will automatically be added to travel authorizations and vouchers. The current GovTrip fees are as follows.

<b>Description of Fee</b>	<b>Amount of Fee</b>
Online Booking (Domestic or International Travel with Air and/or Rail)	\$4.35
Online Booking (Domestic or International Travel without Air and/or Rail - Lodging and/or Car Rental Only)	\$4.00
Online Booking (Domestic or International Travel – Reservations Only with Air and/or Rail)	\$4.60
Online Booking (Domestic or International Travel – Reservations Only without Air and/or Rail - Lodging and/or Car Rental Only)	\$4.25
Call-In Booking (Domestic Travel with Air and/or Rail)	\$28.25
Call-In Booking (International Travel with Air and/or Rail)	\$37.00
Call-In Booking (Domestic or International Travel without Air and/or Rail – Lodging and/or Car Rental Only)	\$17.50
Voucher Processing Fee	\$13.50

In some situations, using certain noncontract carriers, such as Southwest or JetBlue, GovTrip will trigger 2 TMC fees, but only 1 voucher processing fee.

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**D 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.

**E Contact**

If there are questions about this notice, contact the appropriate office as follows.

<b>Office</b>	<b>Contact</b>
County Offices	State Office Federal Agency Travel Administrator (FATA)
State Offices	
Kansas City and St. Louis complexes	Lois Dick by e-mail to <a href="mailto:lois.dick@kcc.usda.gov">lois.dick@kcc.usda.gov</a>
State Office FATA, National Office, and APFO	FMD, Debt Management and Travel Policy Office by e-mail to <a href="mailto:poc_travel@wdc.usda.gov">poc_travel@wdc.usda.gov</a>