

For: FSA Employees

Announcing GovTrip Fees Effective November 12, 2010, Through November 11, 2013

Approved by: Acting Associate Administrator for Operations and Management



1 Announcing Latest GovTrip Fees

A Background

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 one 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 two 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. Using an etravel-eGov software was mandated by President Bush's eGov initiative.

B Purpose

This notice:

- informs FSA employees of GovTrip fees effective November 12, 2010, through November 11, 2013
- obsoletes Notice FI-2936.

Disposal Date	Distribution
December 1, 2011	All FSA employees; State Offices relay to County Offices

Notice FI-3011

1 Announcing Latest GovTrip Fees (Continued)

C GovTrip Fees

GovTrip fees will automatically be added to travel authorizations and vouchers. The following are the latest GovTrip fees.

GovTrip Fees Effective November 12, 2010 Through November 11, 2013	
Description of Fee	Amount of Fee
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)	\$28.50
Note: Increased \$.25 from \$28.25.	
Call-In Booking (International Travel with Air and/or Rail)	\$37.75
Note: Increased \$.75 from \$37.00.	
Call-In Booking (Domestic or International Travel without Air and/or Rail – Lodging and/or Car Rental Only)	\$17.75
Note: Increased \$.25 from \$17.50.	
Voucher Processing Fee	\$15.00
Note: Increased \$1.50 from \$13.50.	

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

TMC fees will be charged for booking hotel only, rental car only, air transportation only, or one TMC fee for booking any combination of hotel, rental car, and/or air transportation, but only 1 voucher processing fee.

D Contact

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

Office	Contact
County Offices	State Office Federal Agency Travel Administrator
State Offices	
Kansas City and St. Louis complexes	Lois Dick by e-mail at lois.dick@kcc.usda.gov
State Office FATA, National Office, and APFO	FMD, Debt Management and Travel Policy Office by e-mail at poc_travel@wdc.usda.gov