

For: FSA Employees

Reminder for FSA Access to Lower Cost and Nonrefundable Airfares Through GovTrip

Approved by: Associate Administrator for Operations and Management



1 GovTrip Lower Cost and Nonrefundable Airfares

A Background

Nonrefundable fares are now available to FSA travelers through GovTrip. **If GovTrip is inoperative**, FSA travelers shall contact the Travel Management Center (TMC) at 1-866-569-5334 (PRESS “5” for FSA).

FSA travelers are not authorized to call airlines directly to purchase air transportation tickets. No travel web sites, telephone numbers, or other communication devices may be used to purchase travel services for official Government travel other than the USDA designated GSA TMC at 1-866-569-5334 (PRESS “5” for FSA). Using any other methods for official temporary duty travel (TDY) is a violation of GSA’s E-Travel mandate with the Federal Government and subjects the Government to a suit for damages for breach of contract.

Disposal Date	Distribution
August 1, 2011	All FSA Employees; State Offices relay to County Offices

Notice FI-3026

1 GovTrip Lower Cost and Nonrefundable Airfares (Continued)

B Purpose

This notice reminds FSA travelers:

- that transportation tickets shall be purchased using the **USDA designated GSA TMC**
- to contact their local travel administrator if they have issues/problems with purchasing transportation tickets
- to see notice FI-2962 for detailed information, instructions, and sample justification memorandums on requesting approval to purchase nonrefundable air transportation.

C Contact

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

Office	Contact
County Offices	State Office Federal Agency Travel Administrator (FATA).
State Offices	
Kansas City and St. Louis complexes	Lois Dick by either of the following: <ul style="list-style-type: none">• e-mail to lois.dick@kcc.usda.gov• telephone at 816-926-6232.
State Office FATA, National Office, and APFO	FMD, Travel Policy Staff by either of the following: <ul style="list-style-type: none">• e-mail to poc_travel@wdc.usda.gov• telephone to 1 of the following:<ul style="list-style-type: none">• Arthur Holmes at 703-305-1240• Cynthia Chesley at 703-605-0747• Rhonda Robinson at 703-305-1401• Linda Smythe at 703-305-1407.