



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/DFM/037383

JUL 14 2008

Memorandum

To: Service Directorate

From: ~~Acting~~ Assistant Director - Business Management and Operations

Subject: Excess Baggage Fees

The Department's Office of Financial Management (PFM) has issued Financial Administration Memorandum (FAM) No. 2008-0006, dated May 5, 2008 (attached) providing Departmental guidance on excess baggage fees. Approving officials may authorize excess baggage costs or baggage weight allowances when transporting government equipment and/or when the travel mission requires an excess baggage allowance.

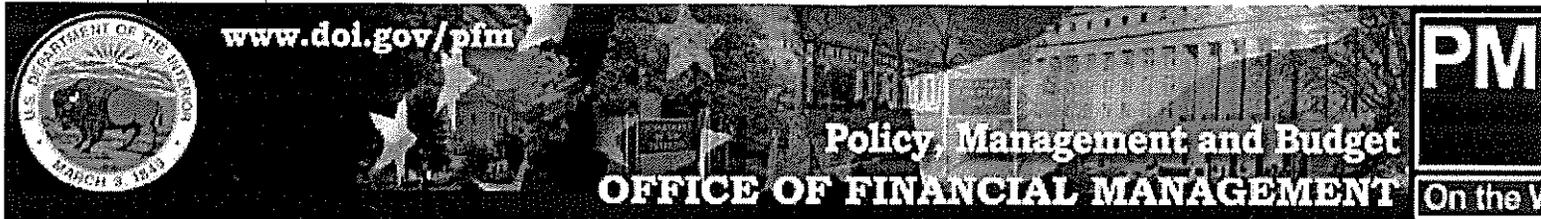
Neither the Federal Travel Regulation nor Departmental guidance defines excess baggage, resulting in questions and confusion. Certain airlines now charge extra for all checked baggage. Service policy is that an employee is permitted two checked bags within allowed weight limits at government expense unless the travel approving official authorizes additional baggage costs. The travel authorization should clearly state if more than two checked bags or allowances for special or overweight equipment are authorized. Approved excess baggage cost should be charged to the traveler's government charge card and shown as a centrally billed charge on the traveler's voucher.

Please ensure this guidance is distributed to all travel arrangers and travelers within your organization. If additional information is required, please contact your Regional Travel Coordinator.

Robert Ashurst

Attachment

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May 5, 2008

FINANCIAL ADMINISTRATION MEMORANDUM NO. 2008-006 (II.G.1)

To: Bureau Assistant Directors for Administration
 Director, National Business Center
 Bureau Finance Officers
 Director, Office of Acquisition and Property Management

From: Daniel Fletcher /s/
 Director, Office of Financial Management

Subject: Excess Baggage Fees

There have recently been a number of inquiries regarding the use of the Government-issued charge card for excess baggage fees charged by airlines for more than one checked bag. Some airlines will exclude the excess baggage fees for travelers using the city-pair fare contract, while others do not.

Approving officials may authorize excess baggage costs when transporting official Government equipment and/or when the travel mission requires an excess baggage allowance. Examples would be when travelers are on long Temporary Duty Trips, extended details, or need to carry extra materials/equipment to accomplish the mission. The excess baggage approval should be clearly noted on the Travel Authorization.

As always, travelers are required to accomplish travel in the most prudent manner possible. Please direct any questions you may have on this subject to Jackie Lynch, or 703-648-7680.

Prior Financial Administration Memoranda on this subject:
 FAM 2004-07 (II.G.4) dated 8/05/04 (revised)

FAM CATEGORY		CURRENT CONTACT	
FAM	Description	Name	Phone #
GEN	FAMs - General	Mary Braun	202-208-343
II A	FAMs - General	Mary Braun	202-208-343
II E	Bonding	Mary Braun	202-208-343
II F 1	Treasury Policy, Operations and Disbursing - General	Mary Braun	202-208-343
II F 5	Treasury Policy, Operations and Disbursing - Depositories	Mary Braun	202-208-343
II G 1	Travel and Transportation - General	Jacqueline Lynch	703-648-768
II G 2	Travel and Transportation - Maximum Per Diem Allowances in Certain	Jacqueline Lynch	703-648-768
II G 3	Travel and Transportation - Maximum Per Diem Allowances for Travel	Jacqueline Lynch	703-648-768
II G 4	Travel and Transportation - Travel Management Center	Jacqueline Lynch	703-648-768
II G 6	Travel and Transportation - Relocation Allowances	Jacqueline Lynch	703-648-768
II H	Unemployment Compensation	Michael Anthony	202-208-682

<u>II J</u>	Cash Management, Debt Collection and Prompt Payment	<u>Mary Braun</u>	202-208-343
<u>III A</u>	Financial Data, Fiscal and Financial Reporting - General	<u>Mary Braun</u>	202-208-343
<u>III E</u>	Financial Data, Fiscal and Financial Reporting - Treasury	<u>Mary Braun</u>	202-208-343
<u>IV A</u>	Activity Based Cost (ABC) Management	<u>David Horn</u>	202-208-554

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Office of Financial Management
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