

MEMORANDUM FOR: All NOAA Travelers

FROM: Jon P. Alexander  
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 08-5  
New Government Charge Card Vendor/  
Airline Ticketing Updates

**Transitioning from Citibank Visa to J.P. Morgan Chase MasterCard:** The current government charge card contract with Citibank Visa expires November 30, 2008. The new contract for government charge card services was awarded on December 20, 2007 to JP Morgan Chase/MasterCard. Effective November 30, 2008, JP Morgan Chase, partnered with MasterCard, will provide banking service for our purchase, travel and fleet programs. To ensure that only current cardholder data is transferred to the new vendor, we will begin cancelling **travel** cards that have not been utilized in the past two years. If you have any questions on these cancellations, please call Elissa Kelsey on 301-444-2107. More information regarding our new charge card vendor will be disseminated in the near future.

**New Check Baggage Fees on Non-Refundable Fares:** Effective February 4, 2008, travelers who use United Airlines to purchase non-refundable tickets will be able to check one bag onto the airplane for free. However, the cost to check a second bag will cost \$25.00, and the cost to check a third or fourth bag will cost \$100 a bag. Baggage that requires special handling will range between \$100 and \$200 a bag. It is important to note that these new check baggage fees **will not** apply to government contract fares, but will apply to non-refundable fares. While United Airlines is the only airline currently charging these additional check baggage fees, it is important to note that other airlines might follow suit in the near future.

Therefore, approving officials will need to factor in the extra baggage fees, along with all of the other fees associated with the use of non-refundable fares, i.e., change fees, cancellation penalties, and name changes, when comparing the cost of a non-refundable ticket to a fully refundable government ticket. Extra baggage fees should only be reimbursed when official necessary. Specific justification and approval for reimbursement must be shown on the travel authorization in order to receive reimbursement.

### **Ticket reminders:**

- 1) Effective November 1, 2007, paper ticket fees will not be reimbursed when e-tickets are available. Employees are required to use a personal form of payment when incurring a paper ticket fee when an e-ticket is available. See Department of Commerce (DOC) Travel Handbook, Chapter 301-10.104 for more information.
- 2) Employees who travel are reminded to complete their ADTRAV profiles prior to travel. Profiles can be completed on-line at the following address: [www.RezProfiler.com](http://www.RezProfiler.com) using DOCNOA as your Worldfile ID. It is important to include any frequent flyer information in the profile. Without this information, ADTRAV agents cannot book premier seats. It is also important to understand that while ADTRAV can request a particular seat assignment, there is no guarantee that the airline will hold it. Therefore, it is important that if you have a seat preference that you ***put your preference in your RezProfile and book your travel as early as possible.*** Employees who require assistance accessing their profile may either submit an e-mail to the following address: [DOCRezProfiler@adtrav.com](mailto:DOCRezProfiler@adtrav.com) or they may call RezProfiler Assistance on (866) 430-8929.
- 3) Employees who utilize non-contract fares when government contract fares are available, must include a justification for such use on their travel authorization. See FTR, Chapter 301-10.107 for a list of exceptions to the use of Government contract fares. In addition, employees who utilize non-refundable fares are required to sign the emailed itinerary and fax it back to ADTRAV before it will be ticketed.

Please visit the following websites for more information on ADTRAV:

- ADTRAV General Information:  
<http://www.corporateservices.noaa.gov/~finance/ADTRAV.html>
- ADTRAV Frequently Asked Questions:  
<http://www.osec.doc.gov/oas/travel/adtrav-faq.htm>
- ADTRAV Dos and Don'ts:  
<http://www.corporateservices.noaa.gov/~finance/ADTRAV.DO&DONT'S.9.17.07.pdf>

Please direct any questions regarding the information in this advisory to Rachael Wivell on 301-444-2136.