

MEMORANDUM FOR: All NOAA Employees

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

SUBJECT: Travel Advisory 09-9 -- Charging Airfare

DATE: March 13, 2009

Due to recent events beyond our control, NOAA's Centrally-billed account (CBA) used to pay for airfare has reached its' maximum credit limit. This means that ADTRAV cannot use NOAA's CBA to purchase airfare today. NOAA Finance processed a payment last night, but unfortunately, JPMC did not recognize the payment and was not able to apply the payment against our account. We are expecting this issue will be resolved today in time for Monday morning ticketing.

Employees who must purchase airfare today and who possess a JPMC government travel card may use their card to pay for airfare. ADTRAV will assist employees who must purchase airfare today and do not have a JPMC travel card with a work around solution until this issue is resolved. Please be advised that the work around solution will cost an additional \$50 per ticket. So it is important that the work around solution only be used for true emergency travel situations. Employees who used their Government travel card to charge airfare will need to remember to submit a travel voucher claim for the airfare as soon as they receive their statement from JPMC.

If you have any questions regarding this advisory, please contact Rachael Wivell on (301) 444-2136.

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