

## Process Document for NFY CPP Fares

### 1- INTRODUCTION

Each year the GSA releases a solicitation to the airlines to bid government contract city pair fares for routes most traveled by the federal government. GSA usually completes the negotiations and awards the routes to the airlines for government fares in the August timeframe. The airlines have 20 days to program all the CPP fares in the GDS. GSA provides a file of the awarded CPP markets and fares to CWTSatoTravel for programming in E2. This process can take 2 to 3 weeks to complete. Typically, the NFY CPP fares are available for booking official travel in late August to early September.

### 2- SCOPE

Department of Commerce and CWTSatoTravel

### 3- ABBREVIATIONS, ACRONYMS & DEFINITIONS

CPP – City Pair Program  
CFY – Current Fiscal Year  
GDS – Global Distribution System  
GSA – General Services Administration  
NFY – New Fiscal Year

### 4- PROCEDURES

This process is applicable to reservations booked for travel 01October and beyond prior to the release of NFY CPP fares by GSA.

#### **Booking Process for Offline Reservations for travel 01October and beyond:**

- The agent will suggest that the traveler wait until the NFY fares are awarded and programmed in the reservation system.

- If the traveler requests to book prior to the NFY CPP fares being programmed, the agent will book the CFY contract carrier. The fare booked will be the lowest commercial fare for the itinerary.
- The agent will advise the traveler/travel arranger that when the NFY CPP fares are released and if the CFY contract carrier is the same for the NFY, the TMC will reprice their current itinerary, update the fare and send out an email of the new itinerary which will reflect the NFY contract carrier fare. However, if modifications are needed to the reservation in order to obtain the NFY contract fare, then the traveler will be notified to contact the TMC via email.

### **Booking Process for Online Reservations 01October and beyond:**

- CWTSatoTravel suggests that the traveler wait until the NFY fares are awarded and programmed in the reservation system.
- If a traveler/travel arranger needs to book prior to the NFY contract fares are programmed, they should book the CFY contract carrier fare. The fare booked will be the lowest commercial fare for the itinerary.
- Once the NFY fares are programmed the TMC will reprice the current itinerary with the NFY contract fare and send a copy of the itinerary via email with the new fare. (the online transaction fee will apply)
- If the contract carrier changes for the NFY, the traveler/travel arranger will receive an email from the TMC. (online transaction fee applies)
- The traveler/travel arranger may either log into E2 (recommended) and change their itinerary and book the NFY contract carrier fare or they can call the TMC for assistance (full service transaction fee will apply)
- We recommend that when the new contract city pair fares are programmed that travelers review their reservations for fare accuracy.

### **Booking Process for Reservation Departing CFY and Returning 01October and beyond:**

- If a traveler needs to book a reservation for travel departing in the CFY and returning before the NFY fares are programmed. They must book with the TMC offline. (full service transaction fee will apply)