

New Travel Codes for Travel Charge Card Fees

Effective 1 October 2005, employees with government travel charge cards (individually billed accounts) were required to charge their transportation fares to their individually billed accounts instead of the centrally billed charge account managed by the Logistics Office. Previous correspondence notified employees of an additional fee associated with each transportation charge.

Airline tickets are required to be procured through the Carlson Wagonlit Travel Office. The fee for airline ticket purchases is \$18.30. Procurement of hotel and rental cars through Carlson is voluntary. If the hotel and rental car is also arranged through Carlson at the same time as the airline ticket, there will be one fee of \$18.30. If hotel and/or rental car is arranged at a separate time, there will be an additional charge of \$8.75. If hotel and/or rental car is arranged through Carlson and no airfare is required, there will be one fee of \$8.75.

To be reimbursed for these fees, travel cost code "3" (COMMERCIAL TRNS AMT – TRAVELER) must be included on the travel orders.

New reimbursable expense codes have been added to CEFMS to claim these fees on the travel voucher. Code "TF" should be used for the airline fee and code "OF" should be used for the hotel and/or rental car fee.

If your trip is cancelled and fees have been incurred, do not cancel the order. The fees should be claimed against the travel order by entering a constructive itinerary on the travel voucher. The itinerary should show a departure and return of less than 12 hours so that no per diem will be computed. Also, comments should be entered in the remarks section of the travel settlement voucher stating that "this voucher is for reimbursement of the non-refundable CTO fee only". The fees should not be claimed on the SF1164.

If you have questions or need additional information, please contact Jim Shaughnessy at Jim.A.Shaughnessy@swf02.usace.army.mil .