Department of Transportation

TRAVEL INFORMATION & POLICY

Subject:	Number:
Airline Service Fees	**TIP 08-001**
	Date Issued: **June 3, 2008**
References: **TIP 06-08, Accounting Travel Guide**	Expires: Until Rescinded

What is New?

Most airlines are in the process of adding or enforcing extra service fees related to flights such as:

- Checked bag service
- Not appropriately canceling trips

Currently, American Airlines, one of the Department's contracted carriers has announced the extra charges for **checked bag service fee**. Travelers who purchase tickets on or after June 15, 2008 will be charged $15 each way for the first checked bag and $25 each way for the second checked bag. The carry-on policy of one personal item (such as a handbag or laptop) plus one bag remains in place.

Procedure:

Travelers will continue to use ResX for the reservations and purchase of travel tickets. However, the checked bag service fee is determined at time of check in. Therefore, travelers will have to pay the service fee at the ticket counter or at curbside check in. Submit a Travel Expense Claim (TEC) to Accounting for reimbursement as cost of transportation. As always, attach a receipt and explanation for the additional cost claimed.

Note: Future charges by other carriers will follow the same process.

Important!

Airline carriers require all ticket requests submitted through ResX to be either approved or canceled within the same business day. If the ticket request is not approved or canceled, airlines charge the Department a penalty fee. It is the traveling employee's or their trip planner's responsibility to ensure ticket requests are either approved or canceled within the same day.

For more information regarding approving or canceling reservations and business hours for Carlson Wagonlit Travel (the Department's travel agency), please view the following link:
http//www.dot.ca.gov/hq/asc/travel/ch10/faqlist.htm

If you have questions regarding this information, please contact Asni Tefera at (916) 227-9330

To view the Department's travel policies, please visit the Caltrans Travel Guide.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail iris_bettencourt@dot.ca.gov. TTY users may also call (800) 735-2922.

This Travel Information & Policy has been approved by Clark Paulsen, Chief of the Division of Accounting, to be sent to all Caltrans employees with a Lotus Notes account. Supervisors are responsible for providing a hard copy of this information to their employees that do not have a Lotus Notes account.