



United States Department of the Interior

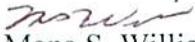
OFFICE OF THE SECRETARY
Washington, DC 20240



APR 19 2007

FINANCIAL ADMINISTRATION MEMORANDUM NO. 2007-005 (II.G.4)

To: Bureau Assistant Directors, Administration
Chief Executive Officer, National Business Center
Bureau Finance Officers
Finance Officer, National Business Center

From: 
Mona S. Williams
Focus Leader, Asset and Debt Management
Office of Financial Management

Subject: Price Increase in Travel Reservation Transactions – Carlson Wagonlit Government Travel, Inc.

The purpose of this Financial Administration Memorandum (FAM) is to announce a price increase in the rates Carlson Wagonlit charges for travel management services. This price increase is due to a 7% economic price adjustment that the General Services Administration (GSA) authorized for the contract through which the Department purchases travel management services via task order. The 7% economic price adjustment affects all line items on the GSA contract.

The new pricing for travel management services, shown below, is effective on May 12, 2007. The unit pricing is per transaction, unless otherwise indicated.

<u>Item #</u>	<u>Description</u>	<u>Current Unit Price</u>	<u>Increase</u>	<u>New Unit Price</u>
0001	Self Service Air and/or Rail	\$10.50	\$0.66	\$11.16
0002	Self Service Non-Air	\$ 6.25	\$0.44	\$ 6.69
0003	Full Service Domestic Air/Rail	\$26.00	\$1.72	\$27.72
0004	Full Service Domestic Non-Air	\$11.50	\$0.80	\$12.30
0005	Full Service International Air/Rail	\$26.00	\$1.72	\$27.72
0006	Full Service International Non-Air	\$11.50	\$0.80	\$12.30
0007	Paper Ticket US Mail	\$ 1.50 per ticket	\$0.10	\$ 1.60 per ticket
0008	Paper Ticket Express Mail	\$ 7.00 per ticket	\$0.49	\$ 7.49 per ticket
0009	Paper Ticket Courier	\$20.00	\$1.40	\$21.40
0010	Standard Reports	No charge		No charge
0011	Custom Reports (development charge)	\$50.00 per hour	\$3.50	\$53.50 per hour
0012	On-site VIP agent (Main Interior)	\$ 30.00 per hour	\$1.80	\$31.80 per hour

Please ensure that all travelers and travel arrangers in your office are aware of the price increase in travel management services.

Questions concerning Carlson Wagonlit's travel management services should be directed to Dorothy Sugiyama who is the Contracting Officer's Technical Representative on the Carlson Wagonlit task order. She can be reached at (202) 208-5789, e-mail dorothy_sugiyama@ios.doi.gov.

Prior Financial Administration Memoranda on this subject: None

cc:

Phyllis Reagan/Anne Fernandez, Carlson Wagonlit Government Travel, Inc.
Bureau Travel Management Leads