



United States Department of the Interior

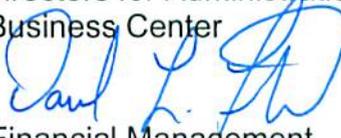
OFFICE OF THE SECRETARY
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FINANCIAL MANAGEMENT MEMORANDUM 2009-039 (Vol. X.D)

To: Bureau Chief Finance Officers
Bureau Assistant Directors for Administration
Director, National Business Center

From: Daniel L. Fletcher, 
Director, Office of Financial Management

Subject: Excess Baggage Fees

There have been a number of inquiries regarding the use of the Government-issued charge card for excess baggage fees charged by airlines for more than one checked bag. Some airlines will exclude the excess baggage fees for travelers using the city-pair fare contract, while others do not.

Approving officials may authorize excess baggage costs when transporting official Government equipment and/or when the travel mission requires an excess baggage allowance. Examples would be:

- when travelers are on long Temporary Duty Trips or extended details, or
- when there is a need to carry extra materials/equipment to accomplish the mission (i.e, conferences, speaking engagements, etc.)

The excess baggage approval should be clearly noted on the Travel Authorization.

As always, travelers are required to accomplish travel in the most prudent manner possible.

If you have any questions regarding this information or if you require additional information, please contact Robert Smith (Robert_Smith@ios.doi.gov) on 202-208-5684.

Replaces: FAM 2008-006