



# United States Department of the Interior

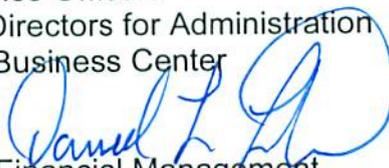
OFFICE OF THE SECRETARY  
Washington, DC 20240



APR 17 2009

## FINANCIAL MANAGEMENT MEMORANDUM 2009-045 (Vol. X.H)

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

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

Subject: Price Increase in Travel Reservation and Voucher Processing Transactions  
– Northrop Grumman GovTrip

The purpose of this Financial Management Memorandum (FMM) is to announce a price increase in the rates Northrop Grumman charges for travel management services. This price increase is due to an economic price adjustment that the General Services Administration (GSA) authorized for the contract through which Interior purchases travel management services via task order and affects non-self service transactions only; pricing for self-service transactions have actually decreased.

The new pricing for travel management services, shown below, is effective on November 12, 2008. The unit pricing is per transaction, unless otherwise indicated.

<u>Item#</u>	<u>Description</u>	<u>Current Unit</u>		<u>New</u>
		<u>Price</u>	<u>Increase</u>	<u>Unit Price</u>
0001	Self Service Domestic or International Travel with Air/Rail	\$4.60	\$-.25	\$4.35
0002	Self Service Domestic or International Travel lodging and/or rental car only	\$4.00	None	\$4.00
0003	Full Service Domestic Travel with Air/Rail	\$27.75	\$.50	\$28.25
0004	Full Service International Travel with Air/Rail Non-Air	\$36.25	\$.75	\$37.00
0005	Full Service Domestic or International Travel lodging and/or rental car only	\$17.25	\$.25	\$17.50
0006	Self Service Domestic or International Travel with Air/Rail <b>Reservation only</b>	\$4.85	\$-.25	\$4.60
0007	Self Service Domestic or International Travel lodging and/or rental car only <b>Reservation only</b>	\$4.25	None	\$4.25
0008	TDY authorization and/or voucher	\$13.50	None	\$13.50
0009	Paper Ticket with U.S. Mail Delivery	\$3.75 per ticket	\$.25	\$4.00 per ticket
0010	Paper Ticket with Express Delivery	\$10.50 per ticket	\$.50	\$11.00 per ticket
0011	Paper Ticket with Courier Delivery	\$16.75 per ticket	\$1.00	\$17.75 per ticket
0012	Receipt Imaging	Free		Free
0013	On-site VIP agent (Main Interior Only)	\$33.00 per hour	\$3.00	\$36.00 per hour

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

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

Replaces: FAM 2008-020