



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

SEP 07 2012

FINANCIAL MANAGEMENT MEMORANDUM 2012- 026 (Vol.X.C.)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn 
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Contract City Pair Program Fares - 48 Hour Reservation Cancellation Rule

The General Services Administration (GSA) has notified the Department of the Interior that the terms of the Fiscal Year (FY) 2013 GSA Contract City Pairs Program (CPP) contract terms will change. Air reservations for FY 2013 CPP fares will require the approval of a travel authorization **at least 48 hours prior** to the scheduled departure time or the reservation will be cancelled.

For CPP airfare reservations that require booking less than 48 hours from departure, travelers are advised to obtain travel authorization approval on the same day of making the travel arrangements to avoid cancellation of the reservation.

Travel authorizations must be created, signed by the traveler, and approved by the supervisor in a timely manner in order to avoid cancellation of the reservations. The following are recommendations for minimizing the risk of reservation cancellation and ticket fulfillment:

- Create a travel authorization and reserve transportation well in advance of scheduled travel dates;
- Sign your travel authorization to ensure it is sent to your approving official for authorization of travel;
- Make sure your approving official signs your travel authorization in a timely fashion. This is especially true when booking non-refundable, and non-contract fares as they require immediate approval to ensure they are purchased and ticketed. Tickets cannot be issued unless you have an approved travel authorization;
- Review email notifications sent to you by SATO and GovTrip, pertinent information concerning your travel document status and reservations status are contained in these notifications;
- Please ensure you receive an airfare ticketing notification from SATO at least 3 days prior to your scheduled departure date;

- For travel arranged on short notice (less than 3 days prior to your scheduled departure) it is important that the travel authorization approval is done prior to departure; tickets will not be issued unless the travel authorization is approved; and
- If a trip is cancelled you must cancel your travel authorization; failure to cancel your authorization may result in the purchase of air transportation and a possible loss of appropriated funding.

Additionally, travelers and approving officials are reminded that “non-contract” refundable fares, and non-refundable fares also require the same day approval of the travel authorization. Failure to obtain same day approval when these fare types are selected and reserved will result in cancellation of the reserved fare and the related travel authorization.

If you have questions concerning this guidance please contact your bureau travel policy lead or James Herring, Travel Financial Specialist in the Office of Financial Management at (202) 208-5677 or via e-mail at James_Herring@ios.doi.gov.

cc: Finance Officers Partnership

Additional FMMs on the Subject: FMM 2011-017