



Choosing Restricted/Non-Refundable Airfares

Most Cost-Effective Airfares – Your Choices

Three types of Fares Available

1. **GSA Contract City Pair Fares (CPP)**
2. **GSA City Pair Fares w/Capacity Limits (CPP_CA)**
3. **Restricted/Penalty Fares**



Fare Basis – GSA City Pair (YCA)

City Pair Fares

Discounted airfare program managed by GSA

- Set by contract on a fiscal year basis
- Fare class denoted as “YCA” in airline booking
- Must be offered if any coach seat space is available to public
- No advance purchase required/fully refundable/no fees for changes/cancellations
- No minimum/maximum stay required

Fare Basis – GSA City Pair with Capacity Limits (_CA)

City Pair w/ Capacity Limits –

Is a GSA Contract Fare

- Affords the same protections of a City Pair YCA fare
 - Significantly lower cost YCA fares
- Fare class denoted as “_CA” in airline booking
- Fully Refundable
- If a change is made, you may have to pay the full YCA fare
- Will have the best luck finding these fares by booking travel in advance

Limitation:

- ✈ *Airline sets aside a certain number of seats for them*
- ✈ *Fare is offered at the discretion of the airline*

Restricted/Non-Refundable Fares

Restricted/Non-Refundable Fares –

- The same available to the public on commercial websites
- Have restrictions and fees for changing/cancelling
- Offer major cost savings
- Costs, even with multiple change fees may still be less than YCA & _CA

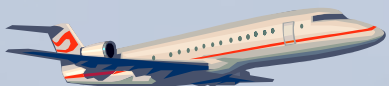
Carefully consider the following restrictions before purchasing:

- May be completely non-refundable or incur a fee for cancellation (\$75 or more)
- Usually a fee for changes (\$75 or more plus fare difference)
- Price not guaranteed until ticket is issued
- Usually an advance purchase requirement-must be ticketed within ##days of reservation or travel
- May have minimum/maximum length of stay or require Saturday stay
- Generally ticketing deadline is within 24 hours of booking

Fare Comparison

Washington, DC to La Paz, Bolivia - Roundtrip

Contract City Pair Fare	City Pair with Capacity Limits	Restricted Fare
\$2196.90 (incl. taxes)	\$1,314	\$952.60 (incl. taxes)



Most Cost-Effective Airfares – Your Choices

*Air travel must always be booked in GovTrip or with a Travel Management Center (TMC) **

• Fare classes available

- GSA Contract City Pair
- GSA City Pair w/ Capacity Limits
- Non-Contract Government Fares
- Restricted Fares
 - 23 of 25 USDA agencies use these fares - "Search Flight" results Should show this tab

The screenshot displays the GovTrip interface for searching and selecting flights. The top navigation bar includes links for Authorization, Voucher, Reports, Approve, and TA Maintenance. The main section is titled "Search & Select Flights" with options to "Show Search Options" or "Cancel Current Search".

A table titled "Do you have the lowest fare? Alternate GSA City Pair fares from nearby airports: (Hide)" lists various flight options. The table has columns for "Select Alternate Fare", "Carrier", "Price (RoundTrip)", "Departure City", and "Arrival City". The listed fares are all \$818 for round-trip flights from Washington, DC or Baltimore, MD to London, England, United Kingdom.

Below the table, there are three tabs: "GSA Contract Fare: \$818 (RoundTrip)", "Non-Contract Government Fare", and "Restricted". An orange arrow points to these tabs with the text "Price Flights From All Three Fare Tabs".

The bottom section shows "Departing Flights on 03/14/11 from IAD to LHR" and "Return Flights on 03/18/11 from LHR to IAD". It includes search filters for stops, flight duration, and departure/arrival times. The results show a fare of \$409.00 for GSA City Pair flights on Continental Airlines 6054 and 6051.

* TMC "full service" costs more and reservations must then be entered into GovTrip – use only when necessary. Reserving flights outside GovTrip/TMC only allowed if carrier not in system

How To Calculate the Most Cost-Effective Fare

Washington, DC to La Paz, Bolivia - Roundtrip

Fare Comparison Example*

City Pair Fare (including taxes)	City Pair with Capacity Limits Fare	Restricted Fare** (including taxes)	Extra Travel Days/Per Diem Needed To Use Restricted Fare?	City Pair With Capacity Limits Fare Savings	Restricted Fare Savings over City Pair Fare	# of Reservation Changes Possible Before <i>Exceeding</i> City Pair Fare At \$150 Fee/Change?
\$2197	\$1314	\$953	\$0	40%	56%	9

* Restrictions:

- Requires 14 day advance purchase
- Non-refundable; \$150 change fee
- Valid for Monday - Thursday travel
- If canceled, value of unused ticket must be used within one year of original departure date

Restricted/Non-Refundable Fares

Additional Notes

- Additional costs (e.g. fees) due to official travel being curtailed, canceled, or interrupted for official purposes or for reasons beyond the employees control (e.g. illness) that are acceptable to the Agency may be fully reimbursed.
- Additional costs will not be reimbursed if changes are made for the convenience of the traveler.
- Are generally non-transferrable and must be tracked so that they do not become worthless to FAS
- When a credit exists from on unused/cancelled Restricted fare, the traveler will need to book directly with the TMC or airline in order to use the credit. GovTrip is unable to accommodate the use of air credits.
- Program Areas are responsible to ensure canceled tickets are used at the earliest opportunity.
- Low fares typically must be purchased 24 hours or less after making reservations and cannot be purchased unless the authorization is approved.
- An interim voucher must be processed if a ticket is issued more than 5 days prior to the departure date.



Process for Approval of Non-Refundable/Restricted

FAS International Travel Section (ITS) – Expectations in order to recommend approval for restricted/non-refundable tickets

- **GOVTRIP PRE-AUDIT SCREEN** - appropriate justification code and a detailed justification on the pre-audit screen
- **DIGITAL SIGNATURE PAGE/REMARKS SECTION** - remarks indicating it is a restricted/non-refundable ticket. Any other information which would support a recommendation to the approving official is also required.
- **IPATTS SUBMISSION** – in selecting restricted/non-refundable tickets for international travel, it is even more important to enter the trips into the IPATTS system ASAP. Restricted/non-refundable tickets will be flagged as non-contract approvals in GOVTrip. Until the trip is entered into IPATTS and assigned to an ITS specialist, the staff will not normally act upon international non-contract approval requests in GOVTrip, unless it is a rush trip. Note: Domestic Trips are not entered into the IPATTS system. However the authorization still flags as a non-contract approval in GOVTrip. An ITS staff member will stamp domestic travel authorizations as non-contract approval ASAP so that it routes to the approving official.
- Traveler or Travel Arranger should monitor requests for non-contract approval to ensure ITS recommendation for approval is granted quickly (1-2 hours is best). If it has not been granted, follow up with an email or phone call to the ITS office.
- The FAS Travel Office will not provide any verbal approvals for issuance of restricted/non-refundable tickets. We cannot anticipate the Approving Official is in concurrence with such use.

Ensure Authorization is Approved – Guarantee Purchase of Restricted/Non-Refundable Tickets/Ensure fare is not lost

- Traveler or Travel Arranger ensures the appropriate justification code is entered on the pre-audit screen. They will also make sure to identify use of restricted fare/non-refundable ticket in the remarks section on the digital signature page.
- Traveler or Travel Arranger should monitor recommendation of non-contract approval is granted by ITS within 1-2 hours after signing the authorization. If it has not been granted, follow up with an email or phone call to the ITS office. Once the recommendation is granted by ITS then the.....
- Approving Official must ensure the authorization is approved quickly (usually within 24 hours, although approval by COB on day of booking is best).
- Again, the Traveler or Travel Arranger should monitor the authorization to ensure the Approving Official has approved it within the ticketed timeframe requirements identified in the fare basis rules. If it has not been approved, follow up with an email or phone call to the Approving official.
- Once approval is initially granted, the ticket will be issued according to ticketing guidelines. Many times the ticket is issued within 24 hours. Note: Once the ticket has been issued, the Agency is committed to paying for the cost immediately, even if travel is canceled.

What to do if Restricted/Non-Refundable Fares are not used and/or fees are incurred.

Contact SATO to make the cancellation

Keep your unused tickets in a safe place

Report to your Travel Arranger that you have them or keep a record for yourself

Make sure you apply the ticket value toward another trip before they expire

When ready to use the ticket, you must contact SATO to have the ticket value applied to a new reservation. Ticketed costs must be entered into the "other transportation section".

If fees were incurred for a canceled trip and another trip is not anticipated in the near future, process a voucher for the fees incurred.

Reporting

- Each program area will track usage monthly and report such use of restricted/non-refundable tickets to the Director of Program Management Division/Chief Operating Office
 - Report is due by the 5th of each month
 - Program Area Fata will be responsible for submitting reports for their prospective areas.
- *Due to vacancy of Director of Program Management, reporting requirements are still being discussed/finalized.
- *I am in contact with OCFO to see what type of reports can be ran.

QUESTIONS?

PLEASE CONTACT THE FAS
TRAVEL OFFICE (202) 720-7815

