



United States
Department of
Agriculture

Farm and Foreign
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Services

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Services

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**FMD 02-004
MAP 02-004**

SUBJECT: Electronic Ticketing for Airline Travel ("E-Tickets")
TO: Market Development Program Participants

Participants in the various CMP market development programs are offered the following guidance concerning the reimbursement of electronic ticketing ("E-Tickets") for airline travel. Reimbursement of allowable travel expenses using E-Tickets is subject to the availability of sufficient documentation to support the expenses. Such documentation must include the complete routing codes (i.e., layover and flight information for each segment of a trip in which a change of airplane or flight designation is made) and the fare amount charged (i.e., point-to-point faring). This is necessary to determine the eligibility for reimbursement of each particular leg of a journey. If premium class accommodations are used for any or all of the segments, the industry partner must be able to document what the full coach fares would have been for those segments at the time of booking. The industry partner assumes responsibility for any portion of the trip that is not eligible for reimbursement or for the entire cost when the eligible portion cannot be determined.

Associated reasonable and common fees, which travel agents or other ticketing sources may charge for providing such E-Ticket itineraries, invoices and/or receipts, are eligible for reimbursement. Cooperators and MAP participants are reminded that all program air travel must conform to the requirements of the "Fly America Act" (49 U.S.C. 1517).

FRANKLIN D. LEE
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