

SUBJECT: Clarification on Reimbursable Baggage Allowance

TO: FMD Cooperators

BACKGROUND

Most airlines are now charging additional fees for checked baggage for which travelers are seeking reimbursement.

The FMD regulations per 7 CFR 1484.54(b) (21) specify that Cooperators “may be reimbursed for other allowable expenditures while in travel status as authorized by the U.S. Federal Travel Regulations (41 CFR parts 300-304)”.

POLICY

This notice is to provide clarification on Foreign Agricultural Service (FAS) policy on reimbursable baggage allowance for authorized travel expenses.

FAS will reimburse Cooperators under the FMD program for up to two checked bags, provided this is identified as a miscellaneous expense on the travel authorization and approved prior to travel.

Examples are provided for further clarification:

Example 1: ABC Airlines will assess a fee of \$20 for each checked bag. The traveler chooses to take two bags. The \$40 fee will be reimbursed provided the receipt is provided upon completion of the travel voucher.

Example 2: XYZ Airways will assess no fee for the first bag. A fee of \$50 will be assessed for each subsequent bag. The traveler chooses to take three bags. In this case the fee of \$50 will be reimbursed to the traveler provided the receipt is provided upon completion of the travel voucher. The traveler will bear the expense of the third bag.

Example 3: JKL Airlines will assess a fee of \$25 per bag. The traveler chooses to take three bags. The \$50 fee for the first two bags will be reimbursed provided the receipt is provided upon completion of the travel voucher. The travel will bear the expense of the fee for the third bag.

EFFECTIVE DATE

This program notice is effective beginning with the 2010 FMD Program Year.



Christian J. Foster
Deputy Administrator
Office of Trade Programs

NOV 17 2009