

**SUBJECT:** Clarification on Reimbursable Baggage Allowance

**TO:** MAP Participants

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## **BACKGROUND**

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

The MAP regulations per 7 CFR 1485.16(c) (11) specify that Participants “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)”.

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## **POLICY**

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

FAS will reimburse Participants under the MAP 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 fee for the third bag.

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

**EFFECTIVE DATE**

This program notice is effective January 1, 2010.

A handwritten signature in black ink, appearing to read 'C. Foster', with a long horizontal flourish extending to the right.

Christian J. Foster  
Deputy Administrator  
Office of Trade Programs

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