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FM COMCOGARD PSC ARLINGTON VA  
TO ALCGPSC

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ALCGPSC 001/11

SUBJ: EXCESS BAGGAGE, ECONOMY CLASS UPGRADES, AND MANDATORY USE OF A TRAVEL MANAGEMENT CENTER

A. JOINT FEDERAL TRAVEL REGULATIONS (JFTR), VOL. 1

B. COMDT COGARD WASHINGTON DC 221836Z AUG 08 /ALCOAST 405/08

1. IN ACCORDANCE WITH PARA U3015, APPENDIX A, AND APPENDIX G IN REF A, ACCOMPANIED BAGGAGE IN EXCESS OF THE MAXIMUM WEIGHT, SIZE, OR NUMBER OF PIECES CARRIED AT NO ADDITIONAL COST (FREE) BY A TRANSPORTATION CARRIER IS EXCESS ACCOMPANIED BAGGAGE.

AUTHORIZING/ORDER-ISSUING OFFICIALS (AO) MAY INDICATE ON ALL TRAVEL ORDERS THAT EXCESS BAGGAGE IS AUTHORIZED. RECEIPTS ARE REQUIRED WITH SUBMISSION OF TRAVEL CLAIMS. THE AO SHOULD VERIFY THAT THE CLAIM FOR REIMBURSEMENT IS PROPER AND IN ACCORDANCE WITH PARA U3015 OF THE JFTR. THE AO MUST ENSURE THAT ALL CLAIMS FOR EXCESS BAGGAGE CHARGES ARE LIMITED TO THE PERSONAL EFFECTS OF A TRAVELER NECESSARY FOR OFFICIAL TRAVEL AND ARE IMMEDIATELY NEEDED UPON ARRIVAL AT THE POINT OF ASSIGNMENT. MATERIAL/EQUIPMENT BELONGING TO THE GOVERNMENT MAY BE INCLUDED AS AUTHORIZED EXCESS BAGGAGE. TRAVELERS WHO PURCHASE AIRLINE TICKETS TO ACCOMMODATE CIRCUITOUS OR PERSONAL CONVENIENCE TRAVEL, IN CONJUNCTION WITH OFFICIAL TRAVEL, ARE ENTITLED TO REIMBURSEMENT FOR EXCESS BAGGAGE COSTS THAT WOULD HAVE BEEN INCURRED IF THE ENTIRE TRIP WAS FOR OFFICIAL TRAVEL.

2. AS INDICATED IN REF B, SOME AIRLINES MAY EXEMPT GOVERNMENT TRAVELERS FROM PAYING EXCESS BAGGAGE FEES BUT MAY REQUIRE TRAVELERS TO PRESENT GOVERNMENT IDS AND/OR COPIES OF OFFICIAL TRAVEL ORDERS AT TIME OF CHECK-IN. COAST GUARD TRAVELERS SHOULD BE PREPARED TO PRESENT MILITARY OR GOVERNMENT IDS AND COPIES OF OFFICIAL TRAVEL ORDERS AT THE TIME BAGGAGE IS CHECKED IN. CHECKED BAGGAGE FEES CANNOT BE CHARGED TO THE COAST GUARD CENTRALLY BILLED ACCOUNT (CBA). TRAVELERS WHO HAVE THEIR AIRLINE TICKETS CHARGED TO A COAST GUARD CBA MUST BE PREPARED TO PAY ANY ASSESSED BAGGAGE FEES AT THE TIME THE BAGS ARE CHECKED WITH THE AIRLINES. CHECKED BAGGAGE FEES CAN BE CHARGED TO THE TRAVELERS INDIVIDUALLY BILLED GOVERNMENT TRAVEL CHARGE CARDS AND CLAIMED ON TRAVEL VOUCHERS AS LINE ITEMS FOR MISCELLANEOUS REIMBURSABLE EXPENSES.

3. SOME AIRLINES ARE OFFERING PREFERRED SEATING IN COACH CLASS (FOR EXAMPLE, AISLE, WINDOW, EXIT ROW, OR SEATING IN THE FRONT ROWS OF THE COACH SECTION) FOR AN ADDITIONAL FEE. SUCH FEES INCURRED AS A RESULT OF PERSONAL CHOICE ARE NOT REIMBURSABLE. HOWEVER, IF YOU ARE ASSIGNED A SEAT CONSIDERED PREFERRED SEATING, AND YOU BOOK YOUR FLIGHT THROUGH A GOVERNMENT CONTRACT TRAVEL MANAGEMENT CENTER (TMC) NO ADDITIONAL CHARGES WILL BE INCURRED.

4. MEMBERS ARE REMINDED THAT ALL OFFICIAL TRAVEL (E.G. AIRLINE, BUS, SHIP, ALASKA MARINE HIGHWAY SYSTEM (AMHS), RENTAL VEHICLE) MUST BE ARRANGED THROUGH A GOVERNMENT CONTRACT TRAVEL MANAGEMENT CENTER (TMC), EVEN IF A NON-CONTRACT FARE IS BEING PURCHASED. USE OF RESTRICTED AND/OR PENALTY FARES REQUIRE AO AUTHORIZATION. A GOVERNMENT TRAVELER WHO USES RESTRICTED OR PENALTY FARE FLIGHTS WITHOUT AUTHORIZATION MAY BE REQUIRED TO BEAR ADDITIONAL COSTS AND PENALTIES AND MAY HAVE TO BEAR THE PERSONAL FINANCIAL BURDEN FOR CANCELLATIONS AND CHANGES.

5. IF A TMC IS NOT AVAILABLE AND THE TRAVELER PURCHASES COMMON CARRIER TRANSPORTATION AT PERSONAL EXPENSE, REIMBURSEMENT IS LIMITED TO THE CONSTRUCTED OR ESTIMATED COMMERCIAL TRANSPORTATION COST BETWEEN AUTHORIZED POINTS.

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6. FOR ASSISTANCE ON TRAVEL CLAIMS GO TO  
HTTP://WWW.USCG.MIL/PPC/TVL.ASP, CLICK ON JOB AIDS GUIDES AND  
PRESENTATIONS, THEN CLICK ON TRAVEL CLAIM QUICK REFERENCE GUIDE.  
TPAX CUSTOMER CARE MAY BE REACHED AT (866) PPC-USCG (772-8724).

7. FOR TRAVEL POLICY QUESTIONS, CONTACT YNCM MICHAEL SNYDER AT  
E-MAIL MICHAEL.R.SNYDER(AT)USCG.MIL. FOR TMC QUESTIONS, CONTACT MS.  
CARLENE CURRY AT E-MAIL EVELYN.C.CURRY(AT)USCG.MIL OR MR. MATT  
RUCKERT AT E-MAIL MATTHEW.T.RUCKERT(AT)USCG.MIL.

8. RELEASED BY RDML DANIEL R. MAY, COMMANDER, CG PERSONNEL SERVICE  
CENTER.

9. INTERNET RELEASE AUTHORIZED.

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