



United States Department of the Interior
Bureau of Land Management

Eastern States
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IN REPLY REFER TO:
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December 10, 2004

Instruction Memorandum No. ES-2005-02
Expires: 09/30/2006

To: All Eastern States Employees

From: State Director, Eastern States

Subject: Reduction of Travel Cost

Program Area: Travel

Purpose: This Instruction Memorandum (IM) provides procedures for travel to assure that we are operating in a fiscally responsible manner.

Policy/Action: All Federal Government travel must be made through Omega World Travel and a contract carrier must be used whenever possible. Using a non-contract carrier must be approved by the Associate State Director if the cost is above the contract carrier's price.

How do I make travel arrangements?

You must have a completed and signed Travel Authorization Form (DI-1020) with a current travel authorization number from Jackie Choudhury **before you travel**.

You must use the Travel Management Center (TMC) Omega World Travel. The on-line booking tool, Trip Manager, is the Department's preferred way to arrange travel. It is provided through the TMC and has a transaction fee of \$10.50, which is a savings of over 50 percent versus the traditional agent reservation.

Travelers on official business are required to use the contract carrier when one is available, unless one of four specific exceptions applies:

1. Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs that would increase the total cost of the trip.

2. The contractor's flight schedule is inconsistent with explicit policies of our Federal department or agency with regard to scheduling travel during normal working hours.
3. A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses.
4. Rail service is available and such service is cost effective and is consistent with mission requirements.

If one of these four specific exceptions apply then a justification for use of non-contract carrier Form (DI-1898) must be completed by the traveler and signed by an Eastern States Leader Team member.

Use of unauthorized web-based travel services is prohibited. The web-based travel services routinely charge transactions fees for lodging and rental car bookings and cancellation fees if travel arrangements are changed or cancelled. Omega World Travel (OWT) does not charge these transaction or cancellation fees.

Making travel arrangements in any other manner could put DOI in violation of the contract with OWT and lead to non-reimbursable out-of-pocket expenses incurred by the traveler.

Timeframe: Effective Immediately.

Budget Impact: Effective implementation of this policy will reduce the cost of travel.

Background: BLM-Eastern States must operate in a fiscally responsible manner. Making travel reservations through the approved process is more cost efficient. Using non-contract carriers must be justified by the Associate State Director.

Manual/Handbook Sections Affected: None.

Coordination: This IM has been coordinated with the BLM Travel Program.

Contact: If you have any questions, please contact Jackie Choudhury, at 703-440-1703.

Signed by:
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State Director

Authenticated by:
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