

January 19, 2000

DLSC-LDT

MEMORANDUM FOR EXECUTIVE TEAM

SUBJECT: Travel Transaction Fees Update

On December 20, 1999, DLSC-LDT issued a letter, subject: Commercial Travel Office (CTO) Transaction Fees. Regarding the referenced letter, request the following additional information be provided to your travelers.

When travelers charge their official travel airline tickets on their government issued travel card, the CTO will charge them a transaction fee. In order to be reimbursed for this fee, travelers must list this expense on their voucher as a separate expense. Per the JTR/JFTR C4709/U4520 MISCELLANEOUS EXPENSES, travelers are entitled to reimbursement for CTO service and processing fees.

Request widest dissemination of this memorandum. Our point of contact is Mrs. Deborah L. Beckner, (703) 767-3622, DSN 427, or e-mail deborah_beckner@hq.dla.mil.

Scott K. Claypool

SCOTT K. CLAYPOOL
Lieutenant Colonel, USAF
Chief, Transportation (Policy)