

## GovTrip Fees

During the Department's migration to GovTrip, the new travel system, there have been questions regarding fees appearing on traveler's Government charge cards, specifically the Travel Authorization Voucher (TAV) fee.

The \$16.25 TAV fee is:

- a charge for processing the GovTrip travel voucher,
- automatically added as an expense to the GovTrip travel authorization after the authorization is signed by the traveler or travel arranger,
- automatically added as an expense to the GovTrip travel voucher,
- automatically charged to the employee's travel card after the GovTrip travel voucher is approved, and
- not charged for supplemental vouchers/reclaims or cancelled trips.

In addition to the TAV fee, there may be reservation and/or Travel Management Center (TMC) fees depending on the specifics of the reservation. All of these fees are reimbursable to the traveler.

For local travel, a \$12.50 fee is charged to a centrally billed account per local travel voucher. To minimize costs, offices are encouraged to batch claims for local trips, as the fee is per voucher and not per the number of local trips included on the voucher.

There is the potential for fees to change during the first quarter of FY 2007 once the contract base period has expired and the option years have begun. Explanations for all GovTrip fees are available at:

<https://in-gotravel.doe.gov/GovTrip/GovTripFees.html>.

If you have any additional questions, please send an email to [TravelSystemSupport@hq.doe.gov](mailto:TravelSystemSupport@hq.doe.gov).