From: Lowery, Amber (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: GovTrip online booking tickets--what do the colors mean??
Date: Wednesday, January 27, 2010 8:35:26 AM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Tuesday, January 26, 2010 4:50 PM
To: Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NCI OM ARC); Guyton, Vanessa (NCI OM ARC); Haller, Denise (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilcox, Jessica (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Deputy Managers; NCI ARC Managers; Gaines, Joy (NIH/OD/ORS) [E]; Martin, Jennifer (NIH/OD) [E]; Chiacchierini, Kathy (NIH/NBS) [C]
Subject: GovTrip online booking tickets--what do the colors mean??

NCI HPOCs: please disseminate this information to your planners and approvers.

Now that we're all using GovTrip to create new travel authorizations, and many of you have used the online booking reservation tool to reserve tickets for your travelers, I'm sending out a reminder email that describes what the COLORS of the different flights mean for selection purposes:

GREEN: GSA city pair fares (YCA). These fares have been negotiated by GSA and are fully refundable, exchangeable contract fares.

YELLOW/CREAM: limited capacity /Capacity Control (CA) fares. These are fully refundable, exchangeable, government-negotiated contract fares. These may often be the lowest fares offered, but they are not always available. Limited capacity fares are returned in the booking tool after you've selected GSA city pair fares to be priced.

BLUE: Non-contract discount government (DG) fares that match government fares. They are also referred to as "ME TOO" fares. When you price this ticket, it will turn RED. The airline did not get the contract but is offering a ticket at what the contract is or lower. They are non contract fares BUT fully refundable and fully

exchangeable. If you select a DG fare, you will need to give a justification in the Pre-Audit section at the end of the document. They are subject to change at any time so the sooner they are purchased, the better.

RED: Non-contract, non-government fares available to the public. Some fees may apply if cancelling the ticket because they are non-refundable and non-exchangeable. If the government cancels this type of flight, the government pays the penalties. If the traveler cancels due to personal reasons, the traveler should pay the penalties. If you select this ticket, you will need to give a justification in the Pre-Audit section at the end of the document. If there is a contract carrier fare available, you may only select these fares if there is more than 40% savings, or due to unavailability of contract flights during the timeframe needed. **These fares must be TICKETED within 24 hours of booking them; otherwise, the flight(s) will be cancelled.** Therefore, make sure that you fill in the Advance Ticketing Date (TAW) with the same date of booking so that Omega will pull the reservation and issue the ticket immediately.

NOTE: If you select "SHOW ALTERNATE AIRPORTS" when using the booking tool, the flights that appear will not be grouped by airport. Make sure that you note the airports both to and from the destinations to ensure that your traveler is flying into and out of the same/correct airport.

If you have any questions, contact me at 301-496-2678.

Deb

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