

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic  
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 00-8

We have received the following notice from the Department of Commerce (DOC):

We have been informed by SATO that due to the recent reduction in the commissions paid to travel agents by the airlines, it is necessary for SATO to increase the transaction fees we pay to them for the issuance of domestic airline tickets. The following are the revised transaction fees which are effective for all tickets issued on or after September 4, 2001:

(1) For tickets issued (paper or electronic) by SATO's on-site locations, the transaction fee will be changed from \$11.90 to \$15.06.

(2) For tickets issued (paper or electronic) by the San Antonio Reservation Center, the transaction fee will be changed from \$9.90 to \$13.06.

Please keep in mind that there are no charges incurred when reservations are made or changed prior to ticketing. The charges are incurred once the tickets are actually issued. Therefore, travelers should ensure that their travel plans are firm before requesting that tickets be issued.

Please call Pat Oliver or Rachael Wivell in the NOAA Travel Office on (301) 413-3060 if you have any questions.