Introduction

Airlines often charge a fee for a passenger’s checked or hand-carried baggage. When they do, the baggage is considered “excess baggage”. According to the JTR, the Authorizing Official (AO) can authorize reimbursement for the cost associated with excess baggage (JTR, Appendix G). To check the current baggage fees for airlines who participate in the GSA City Pair program, visit http://www.gsa.gov/portal/content/103882.

Entering the Baggage Fee in DTS

To claim an excess baggage fee in DTS, use the Excess Baggage expense item.

1. Navigate to the Expenses module and select Non-Mileage Expenses from the subnavigation bar (Figure 1).

2. From the Select Expense Type drop-down list, select Excess Baggage (Figure 2).
3. Complete the expense data including **Cost**, **Date**, and **Method of Reimbursement** (Figure 3).

![Figure 3: Expense Data](image)

4. After you enter any remaining expenses, select **Save Expenses** at the bottom of the screen.