

How to Claim Airline Checked Baggage Fee

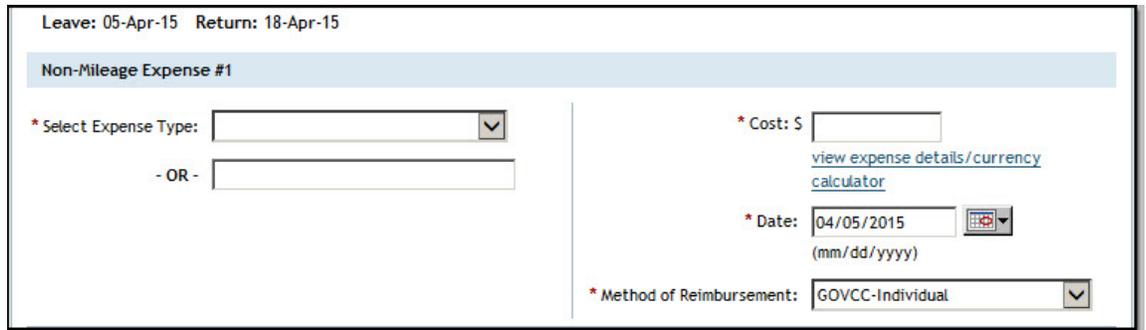
Introduction

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).



Leave: 05-Apr-15 Return: 18-Apr-15

Non-Mileage Expense #1

* Select Expense Type:
- OR -

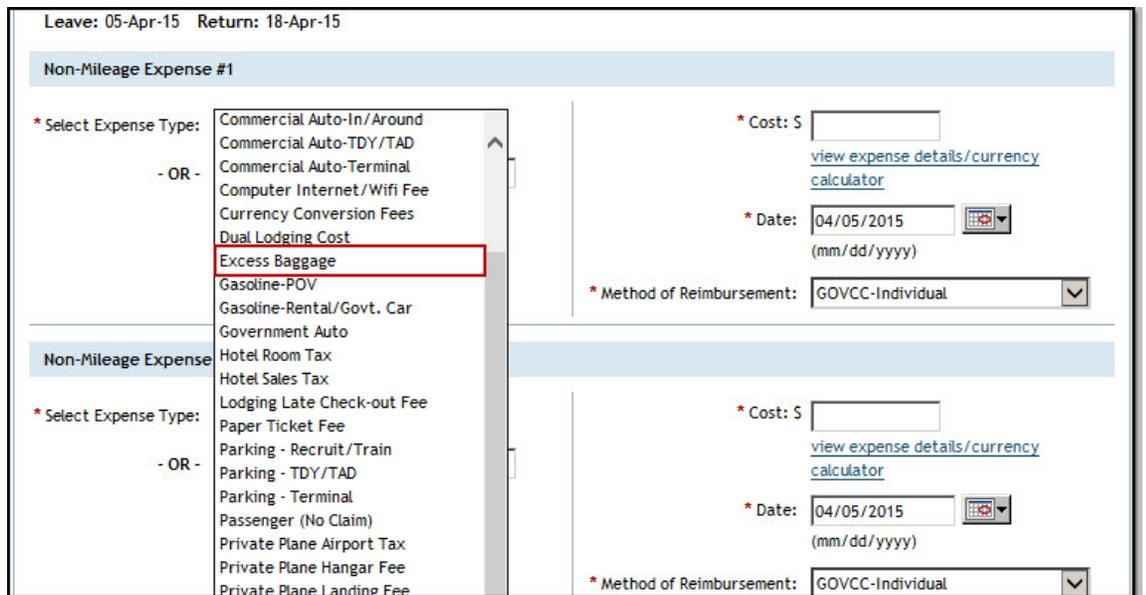
* Cost: \$
[view expense details/currency calculator](#)

* Date: 04/05/2015
(mm/dd/yyyy)

* Method of Reimbursement: GOVCC-Individual

Figure 1: Non-Mileage Expenses Screen

2. From the **Select Expense Type** drop-down list, select **Excess Baggage** (Figure 2).



Leave: 05-Apr-15 Return: 18-Apr-15

Non-Mileage Expense #1

* Select Expense Type:
- OR -

Commercial Auto-In/Around
Commercial Auto-TDY/TAD
Commercial Auto-Terminal
Computer Internet/Wifi Fee
Currency Conversion Fees
Dual Lodging Cost
Excess Baggage
Gasoline-POV
Gasoline-Rental/Govt. Car
Government Auto
Hotel Room Tax
Hotel Sales Tax
Lodging Late Check-out Fee
Paper Ticket Fee
Parking - Recruit/Train
Parking - TDY/TAD
Parking - Terminal
Passenger (No Claim)
Private Plane Airport Tax
Private Plane Hangar Fee
Private Plane Landing Fee

* Cost: \$
[view expense details/currency calculator](#)

* Date: 04/05/2015
(mm/dd/yyyy)

* Method of Reimbursement: GOVCC-Individual

Figure 2: Excess Baggage Expense Type

3. Complete the expense data including **Cost**, **Date**, and **Method of Reimbursement** (Figure 3).

Leave: 05-Apr-15 Return: 18-Apr-15

Non-Mileage Expense #1

* Select Expense Type:
- OR -

* Cost: \$
[view expense details/currency calculator](#)

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

Figure 3: Expense Data

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