

Information Paper:

Claiming an Airline Checked Baggage Fee

Introduction

Airlines typically charge fees for a passenger's baggage and the rates vary per carrier. Before you start your DTS authorization, you can check the current baggage rates imposed by the airlines that participate in the GSA City Pair program, by visiting <http://www.gsa.gov/portal/content/103882>.

According to the [Joint Travel Regulations \(JTR\)](#), specifically par. 020207-C, your Authorizing Official (AO) must authorize reimbursement for the cost of one checked bag when traveling by commercial air for official travel. The AO may also approve reimbursement for other baggage fees, known as *excess baggage* fees, if the contents are mission-essential.

**For this information paper, "you" refers to a traveler; however, the actions described also apply to anyone who creates documents for you, e.g., Non-DTS Entry Agent, travel clerk.*

Entering the Baggage Fee in DTS

You begin by creating your authorization and completing the itinerary (e.g., travel dates, TDY location). Based upon your travel needs, select the necessary reservations (e.g., airfare, rental car, and lodging). Now, you are ready to enter your projected trip expenses. See [DTS Guides 2-5](#), for more document processing information.

To claim a baggage fee in DTS:

1. Select **Expenses** from the **Progress Bar**. The **Enter Expenses** screen opens. Information displays in a single running list by date with the most recent entry at the top of the page (Figure 1). **Note:** Reservations automatically import from the **Reservations** module into the **Enter Expenses** screen.

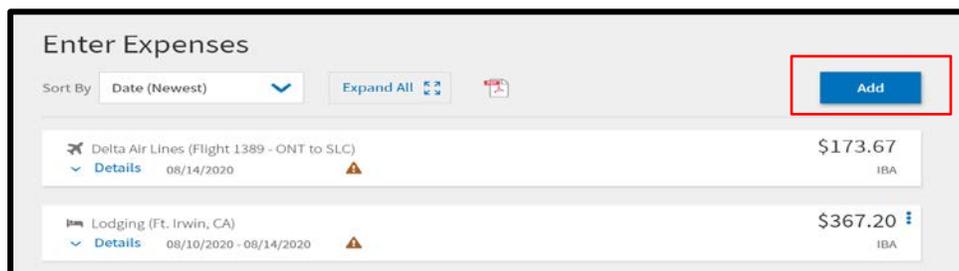


Figure 1: Enter Expenses Screen

2. Select **Add**. The **Add New** screen appears (Figure 2).

Entering the
Baggage Fee
in DTS
(continued)

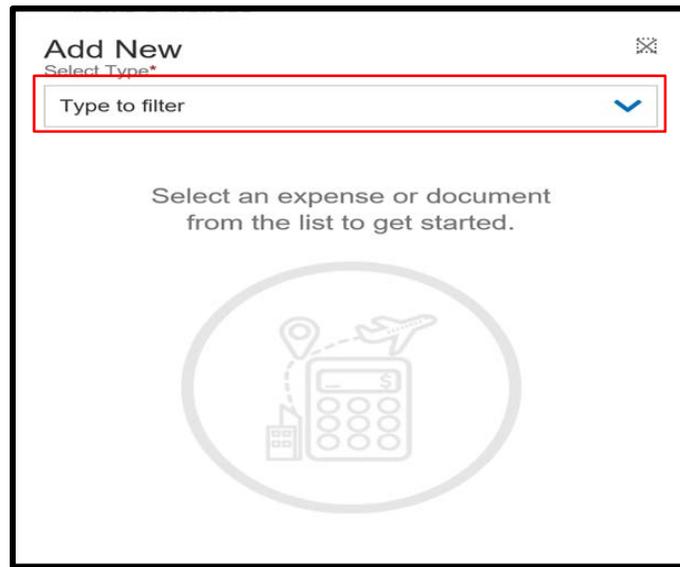


Figure 2: Add New Screen

3. Click in the **Select Type** field to activate the drop-down menu (Figure 2). Select **Other Expenses** category. The **Add New** specific expense types listing appears. Select **Baggage – 1st Checked Bag** expense type.

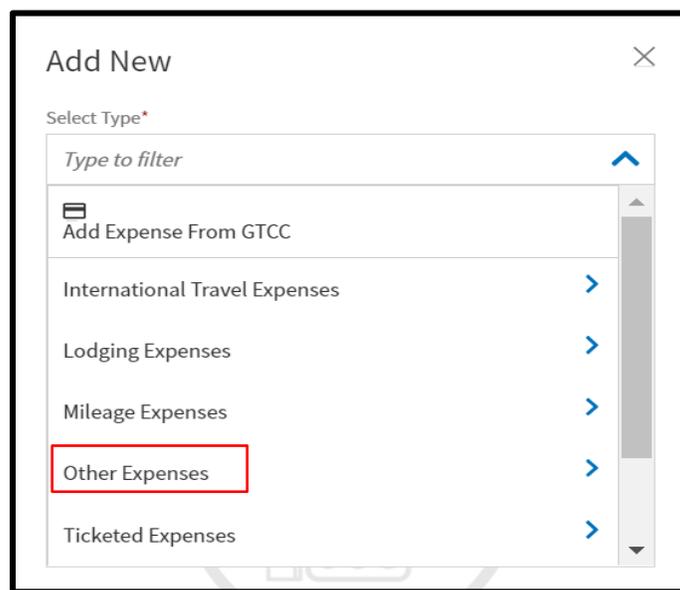


Figure 3: Expense Categories Screen

4. On the **Add New** screen, enter the details for **Baggage – 1st Checked Bag** (Figure 4).

Entering the
Baggage Fee
in DTS
(continued)

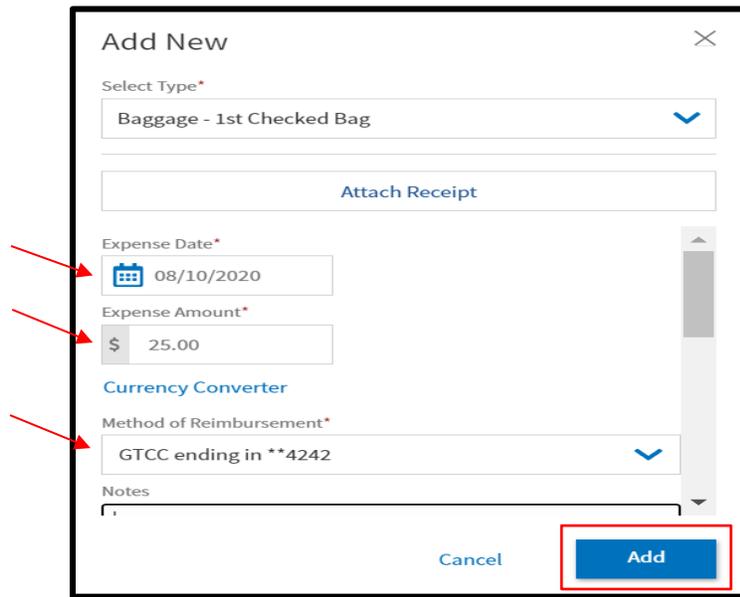
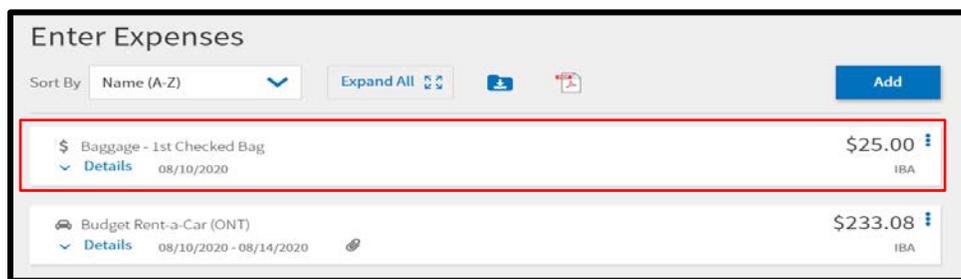


Figure 4: Expense Details Screen

- a. Enter the **Expense Date** and **Expense Amount**.
 - b. Confirm the correct Method of Reimbursement (MOR) displays.
 - c. (Optional) Add **Notes** to the AO.
 - d. Select **Add** to save the entry.
5. The recorded expense displays on the **Enter Expenses** screen with other expenses entries (Figure 5). **Note:** To update the entry, select **Details**.



Expense Name	Amount	IBA
\$ Baggage - 1st Checked Bag Details 08/10/2020	\$25.00	IBA
Budget Rent-a-Car (ONT) Details 08/10/2020 - 08/14/2020	\$233.08	IBA

Figure 5: Enter Expenses Screen (Baggage Expense)

6. **Add** any remaining expenses.
7. Finalize and sign the travel document to ensure routing for AO approval.