



US DEPARTMENT OF COMMERCE

Office of Administrative Services

Department of Commerce Travel Cost Savings Initiative

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Purpose

- To achieve savings through the use of non-contract airfares and to more effectively track savings gained via analysis of DOC staff travel



Actions to Promote Awareness

- Ensure travel agents encourage the use of lowest fares available regardless of whether they are contract or non-contract fares
- Refer staff to DOC Travel Bulletin #4, *Use of non-Contract Fares*, August 2010
- Issued DOC-wide broadcast dated November 24, 2010
- Educate Bureau travel POCs
- Disseminate fliers in May/June 2011



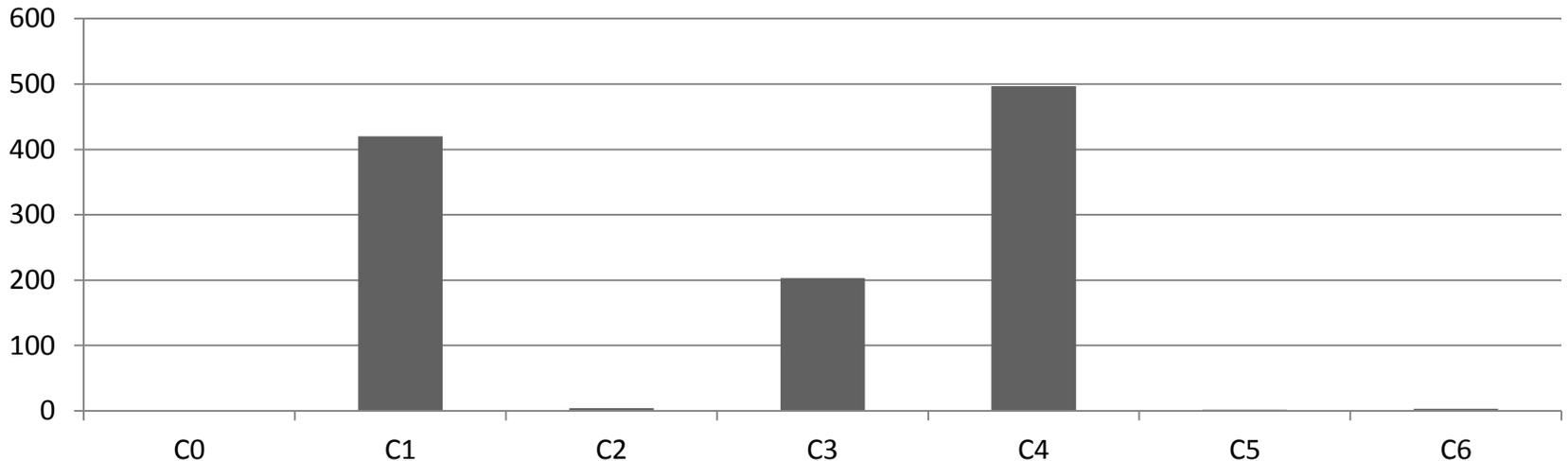
Reporting Parameters

- Disregard non-contract fares for which a contract rate was not available at the time of ticketing or for which there was no contract rate
- Request and record justifications from DOC travelers on why they chose non-contract fare or why they did not choose the most cost effective fare
- Collect data on non-contract tickets that are cancelled



FY11 Trends in Non-Contract Fare Use

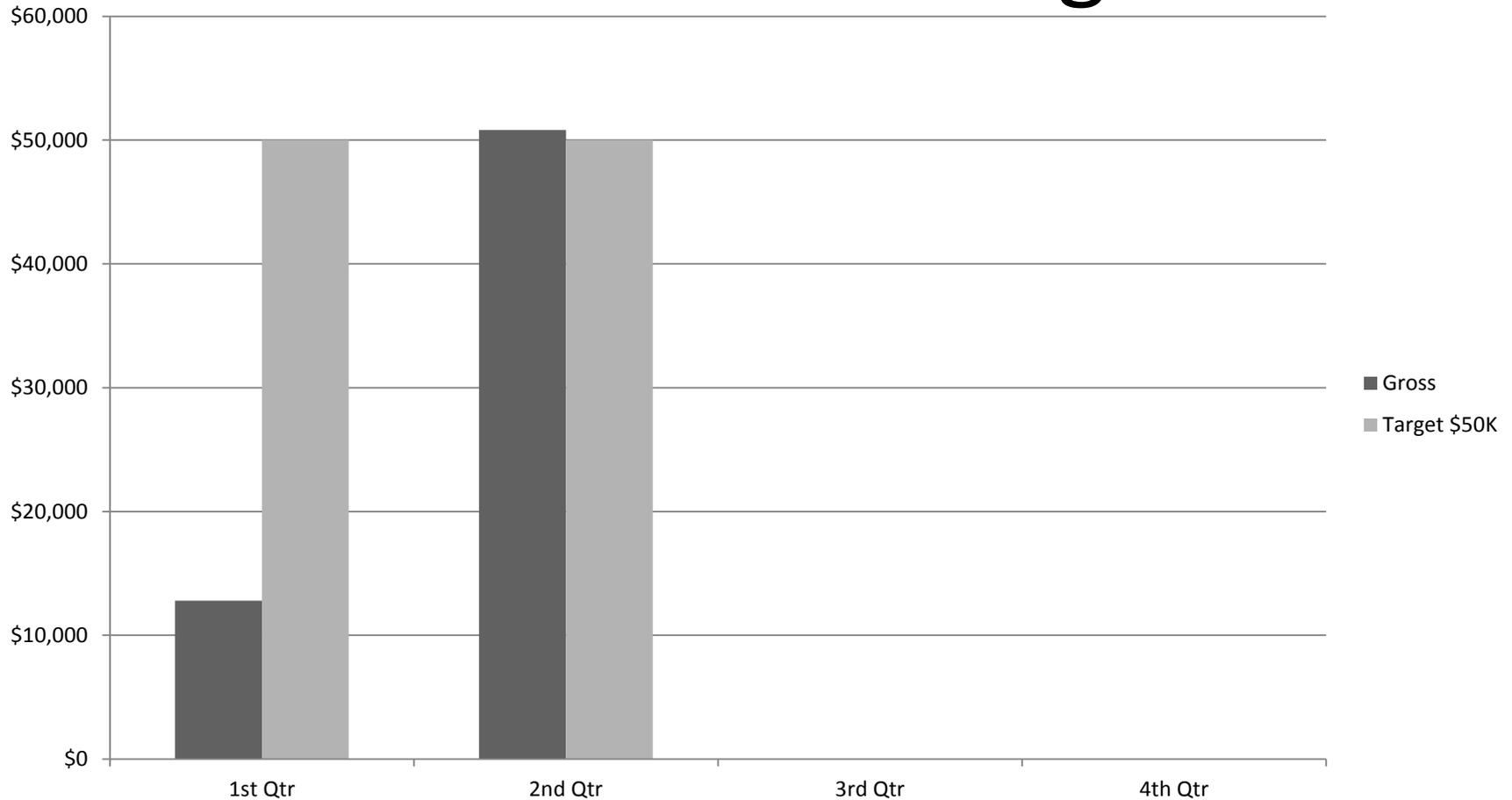
Justifications by Code



- C0 Contract fare used or no contract fare exists
- C1 Space on the contract flight is not available
- C2 Contract service would require unnecessary overnight lodging costs
- C3 Contract carrier does not permit travel during normal working hours (when required by Agency)
- C4 Non-contract carrier fare is lower (including lodging, meals, and other expenses)



Gross Cost Savings





Next Steps

- Continue to save the Department money through use of non-contract fares whenever feasible
- Continue monitoring and communicating with Bureaus and travelers
- Increase marketing efforts to encourage use of most cost effective fares
- Develop process to request reimbursement from travelers utilizing higher cost fares without valid justification