

# Policy on the use of Discount Government (DG) Fares when Justified by the Shipment of Pets

As announced in [A/LM Department Notice 2012 04 016](#), when pets cannot be transported as accompanied baggage on a contract air carrier, the traveler may use the government rate when purchasing tickets from a non- contract airline which will accept the pet as checked baggage. These fares are identified with letters such as “DG.” The DG fares can only be purchased using a USG travel credit card, and they are sometimes higher than the City Pair Program (CPP) contract fares. Since travelers must reimburse the USG for any increase in cost over the CPP fare, a deduction from the travel voucher must be made at the completion of travel. (Note: These fares only cover the purchase of seats on the plane; the traveler is personally responsible for paying the entire cost for shipping the pet.) As a reminder, restricted fares may be used as well (see [Department Notice 2012 04 109](#)).

The following procedures are to be used when purchasing DG fares:

- A. The traveler will make reservations with the Travel Management Center (TMC).
- B. The TMC advises the traveler of any difference between the CCP fare and the fare the traveler wishes to book.
- C. The traveler will complete a DS-4022 that indicates the difference to be repaid to the appropriation purchasing the tickets.
  - a. The traveler will certify on the DS-4022 an acknowledgement of debt owed to the Department and provide the signed DS-4022 to the TMC, who in turn uses the DS-4022 as authority to issue the ticket at the higher DG fare.
- D. Upon receipt of the approved travel authorization and completed DS-4022, the TMC releases the reservation for ticketing (discount USG fares must be purchased and ticketed within 24 hours of making the reservation to guarantee the fare).
- E. The traveler will repay the documented cost-difference during the voucher submission process, using the certified DS-4022 as documentation. The signed DS-4022 must be attached to the voucher claiming reimbursement.

## **Example #1**

The CPP fare is \$600 on the non-available contract carrier. The DG fare is \$700 on an alternate carrier, which will accept pets. The TMC charges \$700 for the ticket and traveler uses the DS 4022 to document the obligation to repay \$100.00 during the submission process.

**Example #2**

The CPP fare is \$600 and the DG fare is \$540. The TMC charges the \$540 to the USG charge card and issues the ticket at the DG fare. During the submission process, the DS 4022 is used to document that no repayment is necessary because the DG fare was less expensive than the CPP fare.

Travelers should use the modified [DS 4022](#) until the form is officially revised providing the pet exception. Questions regarding these instructions should be directed by e-mail to [Transportationquery@state.gov](mailto:Transportationquery@state.gov).