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MINNESOTA BULLETIN NO. 250-4-26

SUBJECT: FNM – TRAVEL MANAGEMENT CENTER (TMC) TRANSACTION FEES (SATO FEES)

Purpose. To provide guidance on claiming TMC fees (SATO fees) charged to an individual billed travel credit card.

Expiration Date. September 30, 2005.

Effective immediately, in accordance with FMD 04-074 dated 22 July 2004, information from the USDA Office of the Chief Financial Officer (OCFO), guidance on how TMC transaction fees (SATO fees) be handled for reimbursement charged to an individual billed travel credit card is as follows:

- Transaction fees – claim as a transportation expense in Section G, “Plane, Bus, Train” on the travel voucher instead of in “Miscellaneous Expenses” Section. ***In addition to entering the Plane, Bus, Train section, the transaction fee must also be included in Section C, “Transportation Costs”, of the travel voucher.*** If there is no specific transaction number associated with the transaction fee enter “tmcfee” as the identification number. If multiple transaction fees have been charged for the same trip this should be indicated, e.g. for a trip with two transaction fees enter “tmcfee2” in Section C for the second transaction fee.
- Hotel and/or rental car fees – claim as a “Miscellaneous Expense” in Section G of the travel voucher.

Questions may be directed to Mary Jo Polunc, Budget Officer, at 651-602-7860.

WILLIAM HUNT
State Conservationist

DIST: AO