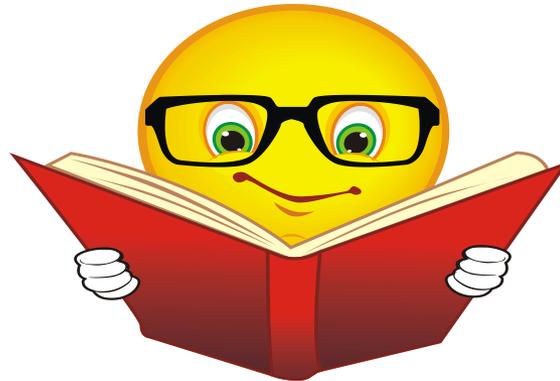


Didja Know – Important Changes Effective 1 Oct 12



And change is GOOD – Right?

Didja Know – Changes



Found in the Summer 2012 Defense Travel Management Office publication “Dispatch”

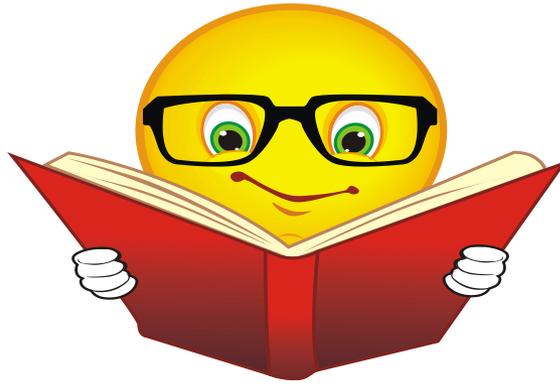
Didja Know – Changes



The friendly folks at our local NGKS Message Center sent a message containing a copy of the “Dispatch” on 8-29-12.... Did you read it??



It is critical that you pay attention to the status
of your travel orders!



According to the “Dispatch”, effective 1 October 2012, if your orders are not approved within 72 hours of your airline departure.....



Your airline Ticket will be

CANCELLED



Why?????



This is due to the new policy being instituted by
the airlines under FY 13 GSA City pairs
Program Contract



Under the new policy, if the Approving Official (G-3 or HRO) has not approved your orders within 72 hours of your flight, your reservation will be cancelled.



This is why it is critical that you pay attention to where you are at in the orders approval process.



We have published another Didja Know that shows you how to track your progress.

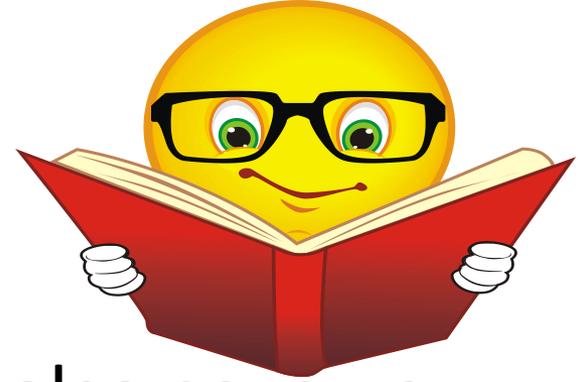
So, check out the Didja Know titled:

“Status of Authorization”

All Didja Knows are housed at

<http://www.kansastag.gov/FEDHRO.asp?PageID=179>

More Changes



Our friendly folks at Carlson Travel also gave us some highlights taken from the Dispatch:

- ❖ Travelers will **NO LONGER** be able to purchase tickets at the airport
- ❖ Currently, DTMO has no means to send notifications **BEFORE** travel is cancelled



“Dispatch” Useful Tips

- ❖ Travelers should monitor the status of their travel authorizations to ensure they get approved in a timely manner



“Dispatch” Useful Tips

- ❖ Travelers should ensure profiles are updated with correct phone number and credit cards to include expiration dates



“Dispatch” Useful Tips

- ❖ Some organizations have the travelers credit cards activated/deactivated according to travel dates. If this is the case, they must now ensure credit cards are activated at least 4 days prior to travel to ensure the tickets can be issued before reservations are automatically cancelled



“Dispatch” Useful Tips

If you are not sure if your travel card is turned on, contact your Government Travel Card Administrator (785.274.1200) to verify your card is turned on and ready to go.



“Dispatch” Useful Tips

- ❖ Travelers should ensure they have received an invoice "with ticket number" before leaving for the airport

Note: See Didja Know “DTS Messages” found at <http://www.kansastag.gov/FEDHRO.asp?PageID=179>



“Dispatch” Useful Tips

We will continue providing updated information as we receive it and ask that you keep everyone informed as well.