**Required Use of ADTRAV:**

**Is the use of the Travel Management Center (TMC) Contractor Mandatory?** All official travel (e.g. airline, bus, ship, trains, Alaska Marine Highway System (AMHS), rental vehicle) must be arranged through a Government Contracted TMC in accordance with the JTR/FTR, even if a non-contract fare is being purchased. The contracted TMC for the Coast Guard is ADTRAV.

**Why are the ADTRAV issued GSA contract tickets so expensive?** They are not if you compare equivalent fares. The GSA Contracted fares are fully refundable tickets and cannot be compared with non-refundable ticket pricing available from online travel websites such as Orbitz or Travelocity. The City Pair Program (CPP) offers fares discounted considerably off comparable commercial fares--saving the federal government billions of dollars annually. In addition to the tremendous price savings, the City Pair Program has many features which allow government travelers all the flexibility possible in planning official travel. The benefits of this service include:

* Fares priced on one-way routes permitting agencies to plan multiple destinations;
* No advance purchase required;
* No minimum or maximum length stay required;
* Tickets fully refundable;
* Last seat availability;
* No blackout periods;
* Stable prices enabling travel budgeting; and,
* Dual fares availability.

**What benefit does the CG receive for the ADTRAV fees?** While the primary benefit of paying the nominal fee for full-service or less for self-service for travel support is access to the CPP contracted fares, there are many other benefits provided to the traveler and the CG. These benefits include:

* Ensuring travel options are in accordance with FTR and JTR regulations including GSA’s Airline City Pair, Fly America Act and Open Skies Agreement.
* Controlling the use of premium class service in accordance with the Federal Travel Regulations 41 CFR 301-10.121 through 301-10.124 and JTR.
* Providing access to the Government Car Rental Program which includes vehicle insurance as part of the contracted price. Specific details available at http://www.defensetravel.dod.mil/site/rentalCar.cfm.
* Travel Agent availability 24x7.
* Ability to use the Centrally Billed Accounts, travel order reviews, and reconciliation of over 5,000 CBA charges each month so FINCEN can process the payment and distributed the charges to the correct TONO and line of accounting.
* Consolidated monthly reporting and travel data for all CG travelers.

**How can the traveler provide feedback on ADTRAV’s service delivery?** To provide feedback to the Coast Guard's Contracting Officer's Technical Representative for the ADTRAV Contract, please go to our website - [www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default\_ADTRAV.asp](http://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default_ADTRAV.asp).