Airline Reservations

Purpose

To assist University faculty and staff with options available when making airline reservations.

Policy

The University complies with the Texas State Comptroller of Public Accounts’ service contract fares and section 1.16 of the State of Texas Travel Allowance Guide. The University will reimburse a state employee for the actual cost of commercial air transportation. The amount of reimbursement, however, may be limited to the lowest available airfare.

All airline reservations must comply with Comptrollers’ service contract fares. University “preferred” travel agencies and “preferred” online booking tools comply with Comptrollers’ service contract fares and state regulations.

Procedures

The Travel Quick Reference Guide has a current list of the “preferred” travel agencies and online booking tools. The following preferred options are available for making airline reservations with an approved RTA:

1. Directly use one of the University’s “preferred” travel agencies
   a. Either you or your department travel planner can reserve a flight using the preferred travel agencies
   b. Fares will be paid by the University
   c. Fares are refundable
2. Directly use the University’s “preferred” online booking tools.
   a. Either you or your department travel planner can reserve a flight using the preferred online booking tools
   b. Fares will be paid by the University when the department travel planner uses the “Company ID”

The following other options are available for making airline reservations with an approved RTA:

1. Directly use one of the “Other” online booking tools
   a. Examples of “other” online booking tools are Expedia, Orbitz, Priceline, and any direct airline web links.
   b. These website may have penalties and restrictions
   c. Employees will not be reimbursed for nonrefundable cancelled flights
   d. Fares are paid by the employee and by the university only upon completion of the trip

Should an employee pay for its own airfare, the traveler will be reimbursed for airfare on a Travel Payment Voucher (VP5) document. The traveler will submit airline itinerary to the department travel planner for reimbursement. The travel planner will create a VP5 document and include all reimbursable travel expenses. The VP5 document will be sent to the Accounts Payable Department for final review and approval.
Applicability
Applies to all University faculty and staff traveling by commercial air transportation.

Responsible Party
Comptroller

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