

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Travel Policy FO-TR-03
Airfares

SHSU does not prepay or direct bill airfares for an employee or prospective employee. Each employee or prospective employee may make his own travel arrangements and purchase his own ticket according to his own situation. Upon conclusion of travel, the actual "**passenger receipt**" (showing amount paid, dates of travel, destinations, class of fare, etc.) is required to be attached to the Travel Voucher form to request reimbursement for this item. Note that a travel agency invoice/statement is not considered a sufficient receipt. (Note: Be careful when purchasing airfare from a web site and keep the following information in mind. A claimant may not purchase a contract airfare on-line; also a passenger receipt will need to be request at check in at the airport.)

Each person is required to find low cost, supersaver-type, or coach airfare rates when making airline reservations. A person may contact an airline company to arrange a flight himself, or he may contact a local travel agency and have them locate the lowest cost airfare tickets for his situation. Remember that first class tickets may not be reimbursed without justification.

Airfare tickets must be purchased from a travel agency or a commercial airline company in order for a claimant to seek reimbursement for this expense. Airfare tickets purchased from another person are not reimbursable.

Claimants must beware of travel package tickets, which might include airfare plus hotel and/or car rental, etc. The airline, hotel, car rental, etc., must be able to provide the claimant with an official receipt showing the amount paid for each of these items. Some travel package companies will refuse to separate these expenses. Without individual receipts, the package tickets may not be reimbursable to the claimant by SHSU.

If a claimant can obtain an excursion fare which requires an extra day or two of travel, and which will save money on an airline ticket, call for further guidelines before travel occurs. In some cases, these airfares are reimbursable if justified.

If a claimant uses a free fare or flies as a "buddy" on someone else's ticket, he may not seek reimbursement for his airfare because he will not be able to provide an official airline ticket in his own name supporting his travel reimbursement claim. Restrictions for reimbursement apply to this type of travel. Call for details.

If a claimant changes air travel plans and is charged a cancellation fee on his airfare, call for further information. A cancellation charge incurred for a reason connected with official SHSU business may be reimbursed; but may not be paid if incurred for a personal reason.

If a claimant plans to travel by personally owned airplane, see section on use of personal owned aircraft. When a claimant must travel first class, contact the Travel Office for further information before the date of departure.

Airline Fare Receipt -- An official airfare receipt is required, not a travel agency invoice; and the cost is limited to the lowest available airfare below first class.

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Please beware of purchasing airfare on the internet, in order to be reimbursed the claimant must have a receipt from the seller of the airline ticket which identifies the traveler, the airline, the ticket number, the class of the transportation, the fare basis code, the travel dates, the amount of the airfare, and the origin and destination of each flight. To insure reimbursement, request a printed ticket upon check in at airport.

Reviewed by: Norma O'Bannon-Travel Coordinator – 11-01-07

Next review: 11-01-08