

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

**Finance & Operations Travel Policy FO-TR-09**  
**Contracted Airfares**

If a claimant has to travel somewhere fast, and as cheap as possible, he may check on contracted airfares which SHSU faculty/employees/students may use. In the Travel Office, a list of places where these fares apply and the applicable guidelines are available for reference. In order to use these fares, the claimant must be traveling for an official SHSU purpose and have a completed Travel Application form (with an assigned order number) on file in the Travel Office. Local travel agencies may arrange this flight for the claimant, or the claimant may contact the airline directly. Note that airlines, or travel agents will not accept cash or personal checks for these fares, only the SHSU-STATE ISSUED credit card payments will be accepted. These rates may be accessed at Internet Address - [www.window.state.tx.us/procurement/prog/stmp](http://www.window.state.tx.us/procurement/prog/stmp). **SHSU contracted airfare ID code #YCATX**

Reviewed by: Norma O'Bannon-Travel Coordinator – 11-01-07  
Next review: 11-01-08