



SUB-TOPIC

TRANSPORTATION ALLOWANCE, Continued

Air Transportation

The Texas Building and Procurement Commission, as part of the State Travel Management Program has contracted with airlines for State of Texas governmental (contract) airfares in over 360 markets.

Exhibit B11 lists all of the contract city pairs in alphabetical order, the contract airline and the contract fare. The fares are applicable in either direction between the city points listed.

In accordance with the rules adopted by the Texas Building and Procurement Commission, **contract fares/airlines are required to be used by all University employees traveling on State/University business.** The contract airfares are not subject to any restrictions or penalties. There are no time limitations for advance purchase, day or time of departure, length of stay, ticket cancellation or change charges.

The contract fares include the federal transportation tax but do not include Passenger Facility Charges (PFC's - fees imposed by airports or local governments); or any fees for special services such as prepaid tickets.

Exception: Southwest Airlines does not assess a prepaid ticket fee on tract rates.

Reservations and ticketing should be made through Carlson Wagonlit.

Exceptions to the use of contract fares are:

1. No contract airfare is available to/from the origin and destination cities of request and no lower alternative airfare (offered by the contract airline) is available.
2. The contract airfare to/from the origin and destination is "sold out" and unavailable.
3. A lower cost (available to the public) may be secured from any other airline.



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4. The contract airline cannot provide services in the time period required to accomplish the purpose of the travel.
5. A non-contract airline offers a lower published fare to the general public which results in a lower total trip cost, including travel time, to the University.

Exceptions to the use of the University's Travel Agent, Carlson Wagonlit, must be pre-approved by the Vice President for Business Affairs or the Assistant Vice President for Procurement Management. Exceptions to securing "coach" class airfare, based upon medical/physical limitations must be by the Senior Vice President for Business Affairs or the Director of Procurement Management. Exceptions to securing "coach" class airfare based on medical/physical limitations must have advance approval of the:

- President,
- Vice President for Business Affairs, or
- Assistant Vice President for Procurement Management.

If not satisfactorily explained, such claims are subject to reduction to the next equivalent fare below first class. (For method or payment of transportation allowance, see B2-210.6.)

1. Deviation from Normal Line of Travel by Air

A state employee who travels to a duty point from a location other than designated headquarters is limited to the cost of the average coach fare between his/her designated headquarters and the duty point, except where the cost of airfare from the location is less.

An employee who is traveling in the normal line of travel between designated headquarters and duty point may stop at intermediate points for personal reasons provided that the stopover does not raise the cost of the ticket. The employee is not on per diem status during the time spent on personal business (see B2-220.0).



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TRAVEL

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If the employee deviates from the normal route of travel between designated headquarters and duty point for personal reasons, the cost for per diem and transportation will not be allowed for that portion of the trip (see B2-220.0).

B. Excursion of Super Saver Airfare

Employees may claim extra travel time (per diem) to qualify for excursion airfare if two conditions are met:

1. The cost of per diem for the additional days plus the excursion airfare is less than or equal to the lowest available rate that is non-stop between headquarters and duty point (see B2-130.0), and
2. It is in the agency's interest to allow the employee to be absent from headquarters for additional days.

C. Tour Packages

Reimbursement for Tour Packages will not be allowed because separate receipts (which are required) for air and lodging are not provided. Packaged travel arrangements for registration and/or lodging and meals may be reimbursed if the travel voucher separately states the cost of each type of travel arrangement included in the package. Each type is payable or reimbursable only to the extent it would be payable or reimbursable had it not been included in the package.

AIRFARE RECEIPTS ARE REQUIRED.

Public Transportation

A detailed list of all claims for rented or public transportation must be shown on the Travel Voucher under "Record of Transportation and Duties Performed." Required receipts for rental transportation must be attached to the Travel Voucher for reimbursement (see B2-190.0).

Limousine Service

The cost of transportation by limousine may be paid only if it is the lowest cost of transportation considering all relevant circumstances.