



SUB-TOPIC

TRANSPORTATION ALLOWANCE, Continued

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 Vice President for Business Affairs or the Assistant Vice President for 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.)

A. 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).