

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	September 2010
<b>Policy 6.2.12</b>	<b>Purchase of Airline Tickets</b>	Responsibility:	Assistant Vice President for Business Affairs

## **PURCHASE OF AIRLINE TICKETS**

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### **Policy**

All airfares for official University travel without regard to source of funds must be purchased using a State of Texas corporate travel account through either (1) a state issued credit card or (2) use of a central bill account through the contracted travel agency.

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### **Reservations**

Reservations for air travel may be made either (1) with one of the two contract travel agency or (2) directly with an airline. If reservations are made with the airline, the traveler must (1) tell the airline reservationist that the tickets will be written by a travel agency and (2) call the contracted travel agency and request that they issue the ticket.

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### **Use of University Paid Travel (UPT) Account**

1. The Health Science Center has established central bill accounts for use by the contracted travel agency for airfares in support of official University travel. The following agreements exist with the current [State of Texas corporate travel account](#) and the contract agency:
  - a. Corporate Travel Planners, Inc. (CTPI) and the Alamo Travel Group are the current contracted travel agencies and are the only agencies authorized to use the central bill accounts.
  - b. Only airfares for travelers with a PeopleSoft travel requisition on file as described below may be charged to the central bill accounts.
  - c. All segments of the air travel itinerary must qualify for University payment, i.e., no air travel with side trips for personal use or use paid for by other organizations may be charged to the central account.
  - d. Cost of the airline ticket is incurred directly by the University rather than the traveler incurring the expense and then receiving reimbursement for the airfare through the [Travel Voucher](#) process.

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2. To use the central bill account, the department prepares a PeopleSoft travel requisition for the traveler. The "Send REQ to Travel Agency" box in the travel panel of the PeopleSoft travel requisition must be checked and the name of the contract travel agency to be used (CTPI) must be indicated.
  3. PeopleSoft travel requisitions are automatically e-mailed to the agency selected after the requisition is approved.
  4. The agency distributes the information to all Health Science Center reservationists so that any agent may handle calls regarding the PeopleSoft travel requisition. Please note that e-mails forwarded after 4 p.m. may not be processed in time to allow ticketing at the fare quoted that day.
  5. After the e-mail has been forwarded to the agency, the traveler or the travel arranger calls the agency and references the unique PeopleSoft travel requisition number. The agency then charges the airfare to the central bill account only after verifying that all pertinent information is authorized on the PeopleSoft travel requisition (i.e., traveler, destination, dates, amount, etc.). The amount of airfare must not exceed one and one-half times (1.5) the amount shown on the PeopleSoft travel requisition for the trip. For example, if the estimated airfare on the PeopleSoft travel requisition is \$200, then the contract agency may charge a ticket of not more than \$300. Once the airfare is ticketed, changes to method of payment cannot be made. If the PeopleSoft travel requisition does not match the parameters of the trip as requested by the caller, the reservationist informs the requester. At that point the department must revise the PeopleSoft travel requisition. Please contact the Travel Services Office for instructions on revising PeopleSoft travel requisitions.
  6. When a University Paid Travel (UPT) itinerary is prepared, the agency prints on each passenger receipt coupon the University account number and the PeopleSoft travel requisition.
  7. The agency forwards the itinerary to the traveler.
  8. The traveler confirms the itinerary prior to travel agency ticketing.

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9. When the trip is completed, the department files a [Travel Voucher](#) for reimbursement to the traveler of any allowable expenses other than airfare; if centrally billed airfare is the only expense for the trip then no voucher need be submitted. Complete the voucher in the normal manner, attaching a copy of the approved PeopleSoft travel requisition for the trip along with any other applicable receipts for expenses other than airfare.
  10. Upon receipt, the Accounting Office processes the [Travel Voucher](#).
  11. If the traveler must alter the trip parameters, a change in air reservations may result in additional charges being made by the airlines. Expenses resulting from changes for some personal reasons are borne by the traveler. If a business-related change occurs before immediate departure, costs for penalties or additional fare amounts may be handled via the UPT through the agency. If the change occurs immediately before or just after the trip has begun, the traveler pays for any penalty charges and additional fare amounts via personal credit card, check, or cash and then requests any allowable reimbursable amounts on the [Travel Voucher](#) with appropriate receipts attached. In this case, an explanation must be included on the voucher as to why both a UPT charge and non-UPT airfare expenses are included.
  12. If a trip is canceled, and the ticket is not refundable, contact the contracted travel agency for further instructions. If the airfare code for the ticket allows for refunds, the department sends the ticket to the agency that processes the refund.
  13. Transactions resulting from use of the central bill process are noted on the "Data Warehouse Reports" and include the name of the traveler, the PeopleSoft travel requisition number, the appropriate account number, and the amount.
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