

## 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 6.2.4</b>	<b>Contract Travel Agencies</b>	Responsibility:	Assistant Vice President for Business Affairs

# CONTRACT TRAVEL AGENCIES

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## Policy

In order to comply with State of Texas and The University of Texas System regulations regarding management of University travel resources, The University of Texas System has contracted with two agencies, (Corporate Travel Planners, Inc. (CTPI) and the Alamo Travel Group) to provide travel services for University travelers. The University agreement with these agencies includes guaranteed lowest logical airfare at time of booking.

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## Airline Tickets

All airline tickets for Health Science Center reimbursed travel without regard to source of funds are to be issued by the contract agency. Travelers who wish to make air travel reservations for official travel directly with the airlines may do so, but must (1) tell the airline reservationist that the ticket will be written by a travel agency and (2) call CTPI and request that they issue the ticket. The reasons for not using a contract travel agency for airline tickets must be indicated on the [State of Texas Travel Contractor Usage Statement](#).

A University contract travel agency need not be used when the traveler:

1. uses senior citizen coupon booklets (see [Section 6.2.21](#) of the *Handbook Operating Procedures* (HOP), item 6, "Transportation Expenses on Travel Voucher"); or
  2. uses an airline ticket source required as part of an organized conference, meeting, workshop, course, or seminar. The reason(s) for not using a University contract travel agency must be indicated on the [State of Texas Travel Contractor Usage Statement](#).
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## Lodging and Car Rentals

In all reasonable circumstances, lodging and rental car reservations should be made through one of the contract agencies. The contract agency will assist travelers in appropriate use of contract lodging and contract rental car vendors.

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**Contract Travel Agencies**

The contract travel agencies currently serving the University are Corporate Travel Planners, Inc., and the Alamo Travel Group.

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