

Transportation by Common Carrier

The university only reimburses for Basic Economy airfare and taxes and fees. The receipt for airfare must be itemized to include the form of payment, the date of payment, travel dates, seat assignment type and class, traveler name, breakdown of actual fare, and list taxes and fees. NO EXTRAS, UPGRADES, OPTIONAL ADD-ONS, or TRAVEL PROTECTION WILL BE REIMBURSED. (Examples include but are not limited to TSA Pre-check, Price Match, In-Air Internet, Early Bird, Early Boarding, Seat Assignment, Seat Upgrades, etc.)

Note: Airfare can be reimbursed prior to travel with an itemized receipt.

Baggage Fees: Travelers are encouraged to keep baggage fees to a minimum by traveling within the standard guidelines used by airlines. A receipt is required for reimbursement of all baggage fees.

Transportation by International Flights

Employees traveling internationally on overseas flights may be reimbursed actual business class fare (substantiated by receipt) with prior approval of the agency head or their designee.

Coupons or Certificates for Reduced Air Fare

Coupons or certificates for reduced air fare, if acquired by a state employee while traveling on state business at state expense, are the property of the State and should be used, to the extent possible, by the State employee on future state business trips.

Transportation by Chartered Aircraft

The use of charter aircraft must be approved by the agency head or their designee, provided the following is substantiated and put in writing:

- A state aircraft is not available or not appropriate for the size of the party traveling or the destination airport.
- The use of a charter flight is more economical than a commercial flight.
- The use of a charter flight is necessary because of unusual travel circumstances.

Privately - Owned Aircraft

Reimbursement for costs incurred in the use of aircraft, owned by a state employee, on official state business requires approval of the Chancellor with the following substantiated and in writing:

Use of the aircraft owned by a state employee is necessary because of unusual travel circumstances and is not for the sole convenience of the employee who owns the airplane.

Use of the aircraft owned by a state employee, at the rates published below, is cheaper than any other method of air travel.

The allowable reimbursement rate for aircraft owned by a state employee is \$.68 per mile per passenger.