

All UT business related air travel must be arranged through Anthony Travel, Corporate Travel Planners, or the Concur UT Austin online reservation tool unless an exception applies.

Who needs to follow this policy?

- Faculty, staff, and students on business related travel.
- Policy applies to all funding sources unless exception applies.

Who is not required to follow this policy?

- Student study abroad individual or group airfares
 - *Add to Notes section of VP5 reimbursement document that airfare is student study abroad*
- Group airfares
 - *Add to Notes section of VP5 reimbursement document that airfare is group travel*
- Students who receive a travel scholarship award
- Traveler mixing business with personal trip, included personal destination is a different city from the business destination. Example: Austin-New York-Austin (business roundtrip) with personal destination as Boston: Austin-New York-Boston-Austin ticket purchased. You must include a copy of a cost comparison for the business roundtrip airfare in reimbursement request.
See http://www.utexas.edu/business/accounting/hbp/11_trav/index.html

Allowable Exceptions and How to Request:

Traveler obtains a lower cost airfare from an alternate provider compared to that offered by the university travel agencies or found on Concur for the same itinerary.

Exclude any travel agency or Concur fees from savings calculations.

Independently priced lower cost airfare is not eligible for exception if it can be matched by either Anthony Travel or Corporate Travel Planners but is not available in Concur.

- *Submit an airfare cost comparison: Same date, flight number, departure/destination cities, and departure/arrival times:*
- *Send email tms@austin.utexas.edu*
- *Note exception of lower cost*
- *Include the UT travel agency or Concur screen shot/copy of the requested itinerary, including price*
- *Include a screen shot/copy of the identical requested itinerary from the non-contract source, including price*
- Travel Management will send approval that will need to be submitted with the traveler's reimbursement document

Emergency situations

- Traveler is notified outside of agency business hours that they must travel.
- **Note:** Both Anthony Travel and Corporate Travel Planners have after-hours emergency services.
- **Proceed with the purchase of emergency airfare**
- *Next business day: Send email tms@austin.utexas.edu*



- *Note above exception and provide information on the nature of the emergency*
- Travel Management will send approval that will need to be included with the traveler's reimbursement request

Travel costs are borne by an entity external to UT Austin

- *Send email tms@austin.utexas.edu*
- *Note above exception and provide external entity information.*
- Travel Management will send traveler and requestor (if different) approval that will need to be included with traveler's reimbursement document

The Office of Accounting will return any reimbursement document requiring an exception to the department if an exception approval email is not included with the reimbursement request.

