

Colorado State University
Internet Airfare Policy
Version 2.0

Travel has always been a very sensitive expenditure in Colorado, regardless of funding source. Audits of this and other travel-related policies should be expected on a regular basis.

- Our contracted travel agencies do have access to internet fares via FareQuest and other distribution channels. Our travel agencies may be able to provide comparable internet fares with better itineraries.
- Authorization: The traveler must secure pre-trip travel authorization as required by State and Colorado State University rules (See FPI D-3).
- Payment method: The traveler should make the internet airfare purchase using the US Bank State Travel Card issued in the traveler's name.
- Savings: As a guideline there should be \$50 savings between the state contracted fare, including fees and the internet fare, including fees. For comparison, the state contracted rates are available at:
http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/airfares_print.PDF
- Documentation in writing of the amount of savings should be included in the "Description" box on the travel voucher at the time reimbursement is requested.
- Copy of Itinerary Required: In order to obtain reimbursement, the traveler must provide a copy of the itinerary when submitting the post-trip voucher for reimbursement. Annually, the CSU travel desk will submit copies of these itineraries to the State Travel Office, per their requirements.
- Reimbursement to the traveler may take place when the cost is incurred. If the trip is cancelled, notify the Travel Desk immediately and make arrangements to pay back the amount of the ticket to Colorado State University. Failure to repay the University for refunded airfare could result in serious consequences to the employee.
- Changes: The traveler accepts full responsibility for making any changes to an internet ticket as prescribed by the internet site. Any additional fees for changing tickets during travel status will be included in the 15% tolerance calculation, per CSU's travel policy. A post-trip voucher that exceeds the pre-trip estimate by more than 15% must be re-routed for the supervisor's approval.

Please note restrictions on internet tickets: Travelers are cautioned that internet tickets often have added restrictions on changes to itinerary or to dates and times of travel. Use of auction-based internet airfare vendors where the itinerary cannot be determined prior to ticket purchase is strongly discouraged. Direct all questions regarding internet purchases to the Travel Desk at Colorado State University:

Jackie Riba 491-1363
Terri Bedan 491-6021

See FPI D-3 for additional travel policy information.