

## **General Travel Policy**

### **AIRFARE**

*\*Note: this document contains excerpts from the policy as well as helpful information. For full reference, always refer to the full Travel Policy.*

### **VII. Air Travel**

- A. Coach Fare - In accordance with T.C.A §49-7-130, reimbursement for airfare will be limited to coach fare. No business, "business select", or first class fares will be reimbursed. If an employee elects to purchase these fares, they will be reimbursed the cost of a standard coach ticket. Support for this cost must be obtained through a quote in the manner described in the Comparison Quote section.
- B. Receipts - The cost of the ticket must be supported by the original receipt. The receipt must contain the name of the passenger, dates of travel, complete trip itinerary (including departure and arrival times), amount, and the name of the airline. Additionally, the receipt must contain the class of service that will be identified by either the word "coach" or "economy," or an economy/coach airfare letter (e.g., W, S, Q, L, etc.). The itinerary must be attached regardless of who is paying for the expense.
- C. Airline Fees - Fees imposed by the airline industry such as seat assignment fees, comfort seats, boarding pass fees, luggage fees and similar fees will be reimbursed, provided a receipt is furnished.
- D. Trip Insurance – Charges for trip insurance are not reimbursable. The State of Tennessee is self-insured and does not purchase separate insurance, and therefore will not reimburse for insurance purchases for trips.
- E. Airport Parking - Parking receipts must list the vendor, date and amount. The employee can be reimbursed for one of the following for traveling from their official workstation or residence to and from the airport:
  - A. mileage for one round trip and airport parking
  - B. the cost of one round trip taxi fare
  - C. mileage for two round trips and short-term parking when driven by a friend or relative.
- F. Comparison Quotes - A comparison quote must be obtained for airfare when any of the following circumstances prevails:
  - A. Personal travel is combined with business travel and includes additional destinations. If there is not an additional destination, the airfare is reimbursable and a quote is not needed.
  - B. Leaving from a destination other than the official station or flying into a city other than the business destination.
  - C. A first, business, business select class ticket has been purchased.
  - D. Mileage of 1,000 miles or more is being claimed for out-of-state travel for one person, without multiple destinations or the need to transport cargo.  
A comparison quote of the standard coach price (for the business portion only) must be obtained from the same source using the same carrier and on the same day the original ticket was purchased. A quote obtained after the date the ticket was purchased is not considered sufficient support of savings. If a quote is not obtained at the time the airline ticket is purchased, a quote for the standard coach

fare (from the same carrier and day of the week) for the business portion only with at least a 21 day advance purchase will be used to determine the amount of reimbursement. Instances where a qualifying quote is provided should not be treated as an exception. For example: an employee travels to a conference in Orlando on Monday July 1 and instead of returning on Thursday to his official station they travel to Tampa and return on Saturday from Tampa. The traveler should get a quote on the day that they purchase their ticket showing the cost of just traveling to the conference and back to their official station. If they fail to obtain this quote, they need to attempt to recreate the cost of just attending the conference by obtaining a quote at least 21 days out, departing on a Monday, returning on Thursday to their official station and using the same airlines. They will be reimbursed the lesser of the cost of their ticket or the quote for the business only flight.

### **III. Reimbursement**

G. Official Station Definition - All reimbursement should be based upon the traveler's official station. An explanation must be given if the reimbursement is based upon a location other than the official station.

#### ***Information from ETSU's Accounts Payable Department (example of comparison)***

The best way to do a cost comparison is to go to an Airlines, choose TriCities, put in the dates of travel and location.

Most of the time it gives you multiple chooses. All we need is the screen shot of that page.

When doing the comparison:

- 1 – the comparison is to be made at the exact same time as the actual flight is made.
- 2- If the comparison wasn't done prior to the trip (which it is required to be), then you need to go out the same amount of days as when the actual flight was booked and the date of the trip. Example – the actual flight was purchased on March 1<sup>st</sup> and the trip starts on March 20<sup>th</sup>- then you go out 20 days. If it was booked months in advance, then you go out that same number of days for the comparison.
- 3 – The actual flight PLUS the mileage (& any other travel expenses related to this part of the travel) to that Airport are added together to create the comparison. So, if the combined cost of the actual flight and mileage to that Airport is higher than the comparison cost for a flight out of TriCities – they will only be reimbursed the flight from TriCities amount.
- 4 – The comparison should actually be part of the original Travel Authorization packet as it is being prepared and signed prior to the trip.
- 5 – The only exception to this is, if the employee lives closer to the Airport they are actually flying out of. They must show proof – home address and miles to the airport.