

## **2c. COMMERCIAL AIR TRAVEL**

Employees should generally purchase the lowest commercial airfare available, but may also make reasonable allowances for practicality and preferences such as safety, scheduling and any need for special accommodations. Travelers are strongly urged, but not required, to use the University's contracted and preferred agency (currently, Sanditz) to book airline travel. Travelers who do not use Sanditz are required to submit, along with their reimbursement requests, a list of alternatives from Sanditz for the purposes of price comparison, as detailed below. A traveler's failure to conduct such a comparison and attach it to the DV requesting travel reimbursement will result in a reimbursement equal to the lowest reasonable airfare at the time of processing, to be determined at the sole discretion of the Office of Travel Services.

Likewise, travelers may not insist on non-stop flights. In determining the lowest and most practical commercial fare, the traveler should consider not only non-stop flights, but also flights with one connection (both departing and/or returning). A domestic traveler's flight should depart from the airport nearest to the employee's official duty station or home, but a traveler may use a different airport if travel from that airport is documented to be less expensive, taking into consideration additional expenses such as parking, mileage, and/or overnight stays. International travelers should depart from major airport or airline hub located in reasonably close proximity to the employee's official duty station (for example, JFK, LaGuardia, Newark or Logan). Travelers should purchase non-refundable tickets unless a refundable ticket is documented to be less expensive.

First class air travel rates will not be paid for or reimbursed. The University will allow business class travel, however, on international flights with at least one flight segment exceeding eight (8) hours in duration. All business class ticketing must be booked through Sanditz.

Note that the "Fly America Act," 49 U.S.C. 40118, requires all University travelers to use United States air carriers for all air travel and cargo transportation services supported by Federal funds. One exception to this requirement is transportation provided under a bilateral or multilateral "Open Skies" air transport agreement, to which the United States government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act. More information is available at <http://www.gsa.gov/portal/content/103191>.

## Procedure

Travelers may make commercial air travel arrangements in one of two ways:

### x Contracted (Preferred Method)

Travelers may make travel reservations and ticket purchases with Sanditz, available through the link available at <http://travel.uconn.edu> or by calling 1-877-826-6733). At the time of purchasing, the traveler will need to provide Sanditz with his or her employee number, and the KFS account number(s) to fund the airfare. When using the preferred agency for booking, the itinerary and/or boarding pass are not required when submitting the Travel WebForm for other travel expense reimbursement.

### x Non-Contracted

Travelers may make travel arrangements through an agency or airline of his/her choice and pay the agency or airline directly. However, travelers will not be reimbursed for costs in excess of those charged that would have been charged by Sanditz for a comparable flight. A cost comparison, documented at the time of booking, must be submitted showing the cost compared to flights offered by Sanditz. Failure to complete and attach comparison to the DV will result in a reimbursement equal to the lowest reasonable airfare at the time of processing, to be determined at the discretion of the Office of Travel Services.

Additionally, reimbursement requests for airline tickets that are not booked through the preferred agency must be accompanied by documentation or confirmation that the trip actually took place. Acceptable documentation will vary from case to case, but may include, for example, a hotel receipt, restaurant receipt, or receipts for other business expenses, demonstrating that the Traveler reached his or her destination.

Airfare that is booked outside of Sanditz is not eligible for business class travel. If a traveler chooses business class travel for a flight booked through channels other than Sanditz, the traveler will be reimbursed at the lowest reasonable coach class airfare.

**By requesting payment or reimbursement for airfare expenses, each traveler certifies that he or she has made best efforts to choose the lowest commercial fare available, giving due consideration for nonmonetary factors such practicality, safety, scheduling and any need for special accommodations. Payment or reimbursement amounts may be subject to additional review by departments and administrative offices, including the Office of Travel Services.**