

# Travel Services

## Airfare

Prefer airfare to be charged to departmental Citibank CLIBA Card.

Suggestions on choosing the most cost and time efficient airfare:

1. Book well in advance. Typically the further in advance airfare is booked the lower the price.
2. Is there a high probability that the travel plans will be subject to change?
  1. Yes – then the traveler may want to look at using the [State Contracted Airfare](#) (more expensive, but more flexible) ticket.
    - a. State contract airfare rates do provide certain travelers the flexibility they need in order to conduct their business. Refundable tickets allow you to change your itinerary up to the time of departure with no additional fees incurred. They are also fully refundable if a trip has to be cancelled.
    - b. Tickets may be purchased on the state contract by using a local travel agency, booking directly with the airlines (via phone only), or by utilizing the state's [contracted travel agencies](#).
  2. No – then the traveler may want to book a non-refundable (less expensive, but not flexible) ticket to save money.
    - a. Keep in mind with non-refundable tickets there are no monetary refunds if the trip is cancelled and any changes incur a change fee typically \$50-\$150
    - b. Even given this extra fee though, non-refundable tickets can still be cheaper if booked well enough in advance. So if the travel arrangements are not likely to change and can be booked well in advance purchasing a non-refundable ticket is often the best value.
    - c. Most standard online searches will only display discounted fares, or web fares, which are non-refundable

Travelers should comparison shop for the airfare itinerary that most efficiently (time and cost) serves their travel needs. Flexibility in arrival or departure times will impact the ability to price the lowest cost available fares. \*If using state funds must document the exception if not using contract vendor.

## Rental Car

State Contracted Vendors:

1. Avis – F999711
2. Enterprise – TX711

Current [Car Rental Contract Rates](#) available through State Travel Management Program are excellent rates. Direct Bill or travelers personal form of payment are the methods used to procure this travel service. \*If using State Funds, you must document the exception if not using a contracted vendor and the amount paid or reimbursed will only be up to contracted rate if that vendor was available.

## Hotel

When making hotel arrangements be sure to look at the [Hotel Contracts Rate](#) information provided by the State Travel Management Program.

Be careful when booking hotels online because some discount rates found online may not be refundable or a portion may not be refundable.

Direct Bill or Travelers personal form of payment are the methods used to procure this travel service. \*If using state funds must document the exception if not using contract vendor and the rate will only be reimbursed up to the state maximum determined by the GSA's federal [Domestic Maximum Per Diem Rates](#)