

### ***Purchasing Airline Tickets***

The State of Washington mandates that all airfare for UW employees/students be purchased through a State contract travel agency, State contract internet provider (currently Azumano), booking directly with any airline website or directly calling any airline. You must purchase tickets with either your individual UW VISA Travel Card or a departmental CTA. Airline tickets purchase on personal credit cards will not be reimbursed.

YOU MAY NOT purchase airline tickets from other internet providers such as Orbitz, Expedia, Travelocity, Priceline, etc. These charges are unallowable on any state or grant budget and will not be reimbursed.

Note: The need to purchase a fully-refundable fare shall be at the discretion of the purchaser on a case-by-case basis, dependent upon purchaser's budget, scheduling and other specific travel needs. However, we are still required to follow state policy and claim one of the following exceptions when not using a contract fare.

- cheaper coach fare
- does not meet time needs
- no seats available
- no contract fare
- visitor

LINKS:

STATE CONTRACT TRAVEL AGENCIES AND INTERNET PROVIDER:

<http://f2.washington.edu/fm/travel/travelagencies>

STATE CONTRACT AIRFARES (effective 4/1/2010-3/31/2012):

<http://f2.washington.edu/fm/travel/airfare>

*International Travel:*

Below are guidelines based on the Open Skies Agreements which allow travelers on federal grant or contract funding to travel on foreign air-carriers under certain circumstances not covered under the standard federal travel regulations (Fly America Act) as of March 30, 2008:

- If there is no applicable GSA city-pair, airlines of the United States and airlines of the European Union are allowed to fly travelers between any point in the United States and any point in the European Union.  
Similarly, if there is no applicable GSA city-pair, airlines of the United States and airlines of Australia or Switzerland are allowed to fly travelers between any point in the United States and any point in Australia or Switzerland, respectively.
- If there is no applicable GSA city-pair, European Union airlines and airlines of Australia and Switzerland are allowed to transport travelers between any two points outside the United States.
- Airlines are allowed to make stopovers at any points between the point of origin and the destination point. For example, flying from Seattle to Vienna with a stopover in London on British Air is covered under the US-EU Open Skies Agreement.

These conditions apply to University of Washington faculty, staff, students, and visitors. If a GSA city-pair exists, then travelers on federal grant or contract funding must use a U.S. flag air-carrier for such travel in accordance with the Fly America Act.

If a city pair does not exist, please print out the page that shows the city pair does not exist and attach it to your travel reimbursement.

If you are purchasing a code-share flight to a foreign destination, the ticket must have the US designator code and flight number or you will not be reimbursed. The US flight must be listed above the foreign carrier on the ticket.

### **International Fares**

Discount airfare tickets for international fares may be purchased from an air travel wholesaler (NOT online travel agency such as Expedia, etc.) who is not a state contract travel agency if the following conditions are met:

- there is no state contract fare for the destination
- quotes (telephone or written) have been requested from at least two contract travel agencies for the required itinerary; quotes should include, at a minimum, name of agency person obtaining the quote, date/time of quote, and travel agency from which the quote was obtained
- airfare can be obtained at a lesser price (than fares quoted by the contract travel agency) from an air travel wholesaler for same required itinerary
- airfare price quotations from contract travel agencies are retained together with documentation of the wholesaler's airfare

LINKS:

FLY AMERICA ACT

<http://www.defensetravel.dod.mil/perdiem/faqflyamerica.html>

OPEN SKIES AGREEMENTS (GSA Website):

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=15319&channelId=-24564&oid=14161&contentId=24833&pageTypeId=17113&contentType=GSA\\_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTI](http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=15319&channelId=-24564&oid=14161&contentId=24833&pageTypeId=17113&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTI)

CITY PAIRS

<http://apps.fas.gsa.gov/citypairs/search/index.cfm?ft>

Please contact the Fiscal Specialist, [fiscspec@uw.edu](mailto:fiscspec@uw.edu) or 206-685-7896, if you have any questions.