

How to Process Expense Reports with Non-Contract Airfare Purchases (Approval Roles)

The University has a contract with Fox World Travel for travel reservations made through the agency or via the online booking tool, Concur (see [Policy 201.A – Airfare](#)). Airfare that is booked outside of the contract may not be reimbursed if purchase date is after July 1, 2015.

- **If purchase date is prior to July 1, 2015** - send the traveler an email notifying them of the policy. See suggested language below:

*The University has a contract with Fox World Travel for travel services, including both agent-assisted and online self-booking services. Airline reservations should be booked through the contracted self-booking tool (Concur) or the contracted travel agency (Fox World Travel). See [Policy 201.A – Airfare](#) for more information. After **July 1, 2015**, non-contract airfare purchases will not be approved for payment/reimbursement.*

- **If purchase date is after July 1, 2015** - airfare with the payment type of 'Personal Funds' or 'US Bank Corporate Card, the approvers and/or auditors should mark airfare non-reimbursable prior to approving the report.

Note: Expenses marked University Prepaid do not generate a reimbursement since payment was already generated via the p-card process. Non-compliance for items marked University Prepaid in an expense report will be monitored by the Site Manager of the p-card **not** through e-Reimbursement.