



CAMPUS CORRESPONDENCE

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Date: January 31, 2013

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LSU Vice Chancellors, Deans, Directors, Department Heads/Chairs & Business Managers

From: Donna K. Tones, CPA
Associate Vice Chancellor for
Accounting and Financial Services

Handwritten signature of Donna K. Tones

Subject: Airline Savings Program
Memo # AS-13-03

Shor's Travel Management's Booking System has been upgraded to continuously check flight costs for up to 24 hours after... fee will be charged only if there is a new airfare (within the 24 hour window) that is at least \$100 lower than the original airfare.

Whenever there is a lower airfare price for that same original itinerary, regardless if the airfare booking was issued on-line or with an agent, Shor's Travel will void the original ticket and send a new invoice to the traveler with the new ticket information which includes the additional service fee of \$24. The payment of the original ticket price will be credited at the same time the new service fee on their personal credit card statements, LaCarte or CBA entries.

Table with columns: CONFIRMATION, TRAVELER, DATE, INVOICE TICKET, PAYMENT, TOTAL, EXPLANATION. Includes rows for ticket voiding and a total savings of \$349.

Below is an example of an exact flight itinerary that reflects the cost savings of this new program.

For questions related to this program or any travel related questions, please contact a member of the Travel staff.

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