



CAMPUS CORRESPONDENCE

Date: July 24, 2015

To: Chairman (ce-0.9(j)J00.002 Tc 0.002 Tw 9.99370 Td(CO-0.6(h)-8.7(a)-4(n)-8.7(c)DE)-Ae)2.4lyr 2Tw 9.993702(2Tw 9.993702(2Tw 9

Department Head, if he/she determines that the best interest of the University will be served and the passenger signs a Hold Harmless Agreement.

5. Contracted travel agency is mandatory for booking airfare unless exemptions have been granted prior to travel. Requests for an exemption must document that the traveler **saved 10% and experienced a cost saving of at least \$100**, not including the service fee.
6. Students are now required to purchase airfare through the state contracted travel agency.
7. Airfare upgrades at the expense of the University are not permitted unless there is a medical accommodation on file with Human Resource Management or documentation from the contracted travel agency indicating the higher class ticket is the lowest priced airfare.
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