

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 410](#)). Airfare that is booked outside of the contract may not be reimbursed prior to the trip, unless the trip is considered “Complex International” (e.g. cannot be booked through an online tool) or “Group” travel. If a traveler claims out-of-policy airfare prior to their trip, Approvers and/or Auditors should enter the following (or similar) comment and send the report back:

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. Non-contract airfare purchases will not be approved for payment prior to the trip. Please resubmit this expense report after completion of travel.