

## 6.2.4 Contract Travel Agencies

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.2 Travel Policies and Procedures	Date Last Reviewed: March 2018
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: March 2018

### I. Purpose

The purpose of this policy is to ensure that University of Texas system policies and regulations are followed when using contract travel agencies.

### II. Scope

This policy applies to all travel services necessary for UT Health San Antonio travelers.

### III. Policy

In order to comply with State of Texas and The University of Texas System regulations regarding management of University travel resources, The University of Texas System has contracted with two agencies, (Corporate Travel Planners, Inc. (CTPI) and Anthony Travel) to provide travel services for University travelers. The University agreement with these agencies includes guaranteed lowest logical airfare at time of booking.

#### A. Airline Tickets

All airline tickets for UT Health San Antonio reimbursed travel without regard to source of funds are to be issued by the contract agency. Travelers who wish to make air travel reservations for official travel directly with the airlines may do so but must (1) tell the airline reservationist that the ticket will be written by a travel agency and (2) call one of the contract travel agencies and request that they issue the ticket. The reasons for not using a contract travel agency for airline tickets must be indicated on the State of [Texas Travel Contractor Usage Statement](#).

1. University contract travel agency need not be used when the traveler:
  - a. Uses senior citizen coupon booklets (see the Institutional Handbook of Operating Policies (IHOP) Policy [6.2.21 Transportation Expenses on Travel Voucher](#), item #6); or

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- b. Uses an airline ticket source required as part of an organized conference, meeting, workshop, course, or seminar. The reason(s) for not using a University contract travel agency must be indicated on the State of Texas Travel Contractor Usage Statement.

### B. Lodging and Car Rentals

In all reasonable circumstances, lodging and rental car reservations should be made through one of the contract agencies. The contract agency will assist travelers in appropriate use of contract lodging and contract rental car vendors.

### C. Contract Travel Agencies

The contract travel agencies currently serving the University are Corporate Travel Planners, Inc., and Anthony Travel.

## IV. Definitions

*There are no defined terms used in this Policy.*

## V. Related References

*There are no related documents associated with this Policy.*

## VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>05/2000</b>	Policy Origination		
<b>03/2018</b>	Policy Revision		