



6.2.5 UT Contracted Travel Agency Use

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

I. Purpose

To establish the required use of a UT Contracted Travel Agency when planning official UT Health San Antonio travel.

II. Scope

This policy applies to all individuals engaging in official UT Health San Antonio travel.

III. Policy

The University of Texas System Travel Office negotiates system-wide contracts for travel agency services and airfare for official university travel.

UT Health San Antonio (UTHSA) policy is that airfares for university funded travel (without regard to source of funds) must be purchased through UTHSA contracted travel agency and paid for via University Paid Travel (UPT), unless a valid exception applies (see below).

A. Contracted Travel Agencies

The current UT contracted travel agencies are:

Corporate Travel Planners, Inc.,
613 N.W. Loop 410, Suite 400, San Antonio, Texas 78216
Email: uttravel@ctptravelservices.com
Website: <http://UT-CTP.com>
Phone: 866-366-1142

Anthony Travel, Inc
7320 North Mopac, Suite 402
Austin, Texas 78731

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Email: uttravel@anthonytravel.com

Website: <http://UTsystem.Anthony.Travel.com>

Phone: 800-684-2044

B. Contract Airfare Features

The UT contracted travel agencies have access to all airfares available to the general public, in addition to contracted discount fare not available to the general public.

C. Reimbursement

UTHSA travelers are encouraged to use the lowest state fare possible that meets the needs of their travel. For all travel to destinations in which a UT contract airfare exists, reimbursement for airfares other than on a UT contract carrier in that market will be limited to the highest contract amount for that city pair. All other airfares (i.e., airfares for destinations for which there is no UT contract) have a maximum reimbursement of round-trip coach airfare for the business destination. Current UT airfare rates are available via phone call to the contracted travel agencies, or via the online Concur travel booking tool.

D. Mandatory Use

In order to negotiate the most favorable rates for airfare and related travel agency fee structure, all components of the University of Texas System are committed to using the contracted agencies exclusively for purchase of airfare. For this reason, UT System has made use of the contracted travel agencies mandatory for purchase of airfare for employees on official university business travel.

1. Exceptions to mandatory use
2. The following are allowable exceptions to the policy of mandatory use:
 - a. Unplanned emergency situations that cannot be foreseen;
 - b. The traveler has access to meeting/conference, rate/discounts that cannot be accessed by the approved UT travel y agencies;
 - c. The traveler's airfare is paid by a third party;
 - d. The traveler can get airfare at the same cost or less than the comparable fare (same date, route, booking class) available through the UT contracted travel agency, and
 - i. Advance approval is obtained by the paying department (DEPT approver of the travel requisition), and

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- ii. Documented proof of ‘apples-to-apples’ comparison is provided with the travel voucher requesting reimbursement of the traveler for the airfare purchased. Please note that the UT approved travel agencies will provide fare quotes for future travel dates at no cost, but not for travel on past dates .

Note that a fare procured outside the UT contracted travel agencies will not be eligible for processing via UPT. The traveler obtaining his or her own fare will need to pay for the fare personally, and wait to be reimbursed for the fare until the travel is completed and the related [Travel Voucher](#) is submitted for reimbursement of travel costs.

Exceptions to the mandatory use policy must be documented on the Travel Voucher. Compliance with the contract travel suppliers is evidenced by the use of UPT, and is also documented on the [State of Texas Travel Contractor Usage Statement](#) attached to each applicable [Travel Voucher](#).

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.

Effective Date	Action Taken	Approved By	Date Approved
05/2000	Policy Origination		
07/2018	Policy Review		