

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	September 2008
Policy 6.2.4	Contract Travel Agencies	Responsibility:	Assistant Vice President for Business Affairs

CONTRACT TRAVEL AGENCIES

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 one agency, (Corporate Travel Planners, Inc. (CTPI)) to provide travel services for University travelers. The University agreement with this agency includes guaranteed lowest logical airfare at time of booking. All employees who are reimbursed for travel through the University must have a [Traveler Profile](#) (available from the Travel Services Office) on file with the contract travel agency used.

The [Traveler Profile](#) provides business traveler information to the agency and authorizes the agency to charge travel services to a credit card. A [Traveler Profile](#) for each new employee who will travel on University business should be completed as the employee joins the department in which he or she will be working. Travelers may update information by filling out a new form or by contacting the agency via phone or e-mail. Completed [Traveler Profile](#) forms should be sent to the Travel Services Office on campus.

Airline Tickets

All airline tickets for Health Science Center 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 CTPI 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](#).

A University contract travel agency need not be used when the traveler:

1. uses senior citizen coupon booklets (see [Section 6.2.21](#) of the *Handbook Operating Procedures* (HOP), item 6, "Transportation Expenses on Travel Voucher"); or
2. uses an airline ticket source required as part of an organized conference, meeting, workshop, course, or seminar. The

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reason(s) for not using a University contract travel agency must be indicated on the [State of Texas Travel Contractor Usage Statement](#).

Lodging and Car Rentals

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

Contract Travel Agencies

The contract travel agency currently serving the University is Corporate Travel Planners, Inc.
