



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950

JEB BUSH, GOVERNOR

TOM MCGURK, SECRETARY

December 22, 1999

MEMORANDUM NO. 2 (99-00)

MEMORANDUM TO: State Department Purchasing Directors

FROM: Patrick B. Sampey, Director
State Purchasing

SUBJECT: Scheduled Aircraft Transportation Contract

Contract No. 991-840-00-1, Scheduled Aircraft Transportation went into effect December 1, 1999. The prices specified are the maximum city pair prices available to State employees.

The attached memorandum provides guidelines to assist state employees in traveling on the most economical flight available when air travel is justified.

Please see that the guidelines are provided to Directors of Administration and others for distribution to all state employees who may require airline transportation.

If additional information is required, please contact Wanda Beasley at (850) 488-1086 or Suncom 278-1086.



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4050 Esplanade Way • Tallahassee, Florida 32399-0950

JEB BUSH, GOVERNOR

TOM MCGURK, SECRETARY

December 13, 1999

MEMORANDUM TO: All State Department Secretaries

FROM: Tom McGurk, Secretary
Department of Management Services

SUBJECT: Scheduled Aircraft Transportation Contract

Contract No. 991-840-00-1, Scheduled Aircraft Transportation went into effect December 1, 1999. The prices specified are the maximum city pair prices available to state employees.

State employees are encouraged to use the state's VISA purchasing card for all airline travel, car rental and hotel reservations and payment. The use of the state's VISA purchasing card will permit collection of detailed information on city-pair usage allowing future airfare negotiations to be comprehensive and fact-based.

The following guidelines are to assist state employees in traveling on the most economical flight available when air travel is justified.

1. Travelers should obtain the lowest fare available considering such factors as per diem, subsistence, productivity, Saturday stay-over, and time of the travel, etc.
2. Aircraft transportation contract prices represent the highest/ceiling price for any city-pair ticket. Travelers should compare costs with travel agencies and between airlines, unless you know your agent is providing the lowest cost available. Travelers/travel offices are also encouraged to consider airfare prices found through online travel management sites (e.g., <http://www.expedia.com/>, <http://www.travelocity.com/>, www.usatoday.com/life/travel/ltfront.htm, etc) in determining the best price meeting their itinerary and schedule.
3. State employees are also encouraged to purchase tickets in advance and to consider discounted airfares, commonly referred to as "super saver" tickets, instead of the more costly full fare refundable tickets, if the agency is reasonably certain the employee will be going on the trip. Many of these tickets are non-refundable or require payment of a penalty if cancelled. Agencies and travelers should carefully evaluate the circumstances and risk of cancellation prior to the purchase of each such ticket in order to avoid or at least minimize the cancellation penalty on these tickets. Penalties for cancellation of discounted airline tickets may be paid from State funds only:

- If the cause for cancellation is in the best interest of the State, or
- If the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family, for which an employee is authorized to use sick or administrative leave.

If the ticket is canceled for the convenience of the traveler, the cancellation penalty may not be paid or reimbursed from State funds. Pursuant to 3A-42.007(5), Florida Administrative Code, when an agency determines that it is in the best interest of the State to cancel a "super saver" ticket and pay the cancellation penalty, justification must be included in the voucher submitted for payment of the cancellation penalty detailing the circumstances necessitating payment of the penalty from State funds. Documentation verifying that the unused ticket has been submitted to the Agency must also be included in payment request information. Exchange policies will be treated in the same manner as cancellation penalties.

Please see that these guidelines are provided to Directors of Administration, travel offices, and others for distribution to all State employees who may require airline transportation.

If you require additional information or clarification, please contact the Comptroller's office:

Cheri Greene (850-414-7861 or SUNCOM 994-7861)

Sharon Schrader (850-414-7835 or SUNCOM 994-7835);

Or, contact the State Purchasing Office at:

Cherrie McClellan (850-921-6027 or SUNCOM 291-6027)

Wanda Beasley (850-488-1086 or SUNCOM 278-1086.