



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950


LAWTON CHILES, GOVERNOR

WILLIAM H. LINDNER, SECRETARY

June 29, 1998

MEMORANDUM: 22-(98-99)

TO: State Employees

FROM:  George C. Banks, CPPO, Director
State Purchasing

SUBJECT: Guidelines for State Airline Travel Between
Tallahassee and Other Florida Cities

Effective August 1, 1998, a new State airfare contract will exclude fares for air travel between Tallahassee and other Florida cities. At the direction of the 1998 Legislature, the Department of Management Services will exclude these fares in order to study the impact of the state airfare contract on airline travel between Tallahassee and other Florida cities.

The following guidelines are provided to assist State employees in traveling on the most economical flight available when air travel is justified and when traveling to cities not covered by the State airfare contract:

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. Compare costs with travel agencies and between airlines, unless you know your agent is providing the lowest cost available.
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 canceled. 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
 - 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.

If you require additional information or clarification, please contact Cheri Greene at (850) 414-7861 (SUNCOM 994-7861) or Sharon Schrader at (850) 414-7835 (SUNCOM 994-7835), at the Comptroller's office.