

# Travel Policy Exceptions Delegated by the Chancellor

## **Domestic lodging in the continental U.S. when the cost per night exceeds \$275 (before fees and taxes) and no cost comparison data is provided**

- ETP approval is not necessary if cost comparison data is generated at the time of booking
- Connexus is the best source to generate a cost comparison
- \$275 Nightly (not average)
- \$275 limit applies regardless of number of individuals in a room (hotel lodging) – does not apply to Airbnb rentals

## **Airline early check-in, priority boarding and seat selection fees**

- Chancellor does not support these charges and they are generally not allowable
- Exceptions are evaluated on a case by case basis, with emphasis on international flights

## **Use of business or first-class airfare**

- Written explanation/support data consistent with policy – (business or first-class is the only option, economy is more expensive, overnight travel, medical necessity)
- Southwest Airlines – Wanna Get Away and Wanna Get Away Plus are allowable

## **Family travel and childcare expenses while traveling**

- ETP approval has been delegated to Principal Officers
- All dependent travel expenses are taxable to the employee and reported to Payroll