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
  o ETP approval is not necessary if cost comparison data is generated at the time of booking
  o Connexxus is the best source to generate a cost comparison
  o $275 Nightly (not average)
  o $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
  o Chancellor does not support these charges and they are generally not allowable
  o Exceptions are evaluated on a case by case basis, with emphasis on international flights

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

Family travel and childcare expenses while traveling
  o ETP approval has been delegated to Principal Officers
  o All dependent travel expenses are taxable to the employee and reported to Payroll