

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.325	1 of 1	January 1, 2018
Subject	TRAVEL OUT-OF-STATE REIMBURSEMENT FOR TICKETS		

1. Departments shall develop internal policies for the purchase of tickets for transportation from a source determined by the department to be the most economical or advantageous to the state. Modes of transportation include airline, train, bus and other.
2. Advance Seat Selection, when purchased at the time of booking the flight, is a reimbursable expense. Advance Seat Selection may be used to assist in securing a seat for the flight.
3. Advance Seat Selection does **not include any type of an upgrade** to anything other than, or in addition to, the most economical, standard, Advance Seat Selection offered.

When selecting the Advance Seat Selection option, airlines may offer “bundles” for the seat choice. Only the most economical and standard Advance Seat Selection is reimbursable. If the standard seat selection is bundled, or includes any of the items below, it is a non-reimbursable expense.

Examples of non-reimbursable Advance Seat Selection options:

(Not an inclusive list)

- Aisle seat
 - Window seat
 - Seat with extra legroom
 - Business Class seat
 - Early boarding or exiting
 - Specific seat assignments allowing two or more individuals to sit together
 - Extra checked baggage
 - Internet Service / Video Entertainment / Audio Headsets
4. Airlines may have requirements to follow for the check-in of the flight, allowing an Advance Seat Selection assignment to remain active and not become subject to cancellation prior to the flight. As requirements of check-in vary by airline, review the rules at the time of booking and follow any specific instructions in order for the seat assignment to remain secured. Typically, if the airline cancels a seat assignment because the individual did not follow the requirements, a refund of the Advance Seat Selection fee is not provided by the airline.