

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.400	1 of 1	January 1, 2005
<b>Subject</b>	TRAVEL INTERNATIONAL – MODE OF TRANSPORTATION		

### 1. **Airline Travel Accommodations**

- a. The most economical mode of airline travel is coach or economy class, if available. If coach class is not available, it should be noted on the claim, which is submitted for reimbursement of travel expenses. Exceptions to this procedure are outlined below in sections 1.b. and 1.c.
- b. International flights with continuous flight time of ten (10) hours or more or in transit time of thirteen (13) hours or more, staff may, subject to the approval of the Department Head of the agency or his/her designee, use business class.
- c. When traveling with clients of a state department, state employees will be allowed to travel business class if necessary. This will be at the discretion of the Department Head or his/her designee. For verification purposes, the expense must be referenced to the client by a project number or by the client name.

2. **Purchase of Tickets.** Tickets for out-of-state transportation may be purchased through a travel agency under contract. Departments shall develop internal policies so that departments purchase or direct their employees to purchase tickets from the source determined by the traveler's state department to be the best value. See Procedure 210.325 regarding payment policies of airline tickets.

3. **Expenditure Object Codes.** Expenditure object codes 2160 through 2170 should be used to charge expenditures for international travel.