



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 17, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-56

Delivered via Campus Email

To: All Employees

From: Mary Lee Hodge
Vice President for Business Affairs

RE: State Contracted Airfare

The Texas Comptroller of Public Accounts (CPA) has awarded contracts to the following vendors (American Airline and JetBlue Airways) to provide state entities discounted fares on 272 city-pairs. These fares are effective now thru March 31, 2009. See attachment for listing of city-pairs.

These city-pairs provide maximum flexibility in traveling because the fares are not subject to restrictions or penalties on last-minute, refundable tickets. However, this flexibility means the rates are not always at the lowest cost to the state. When possible, travelers are encouraged to book their travel at least 14 days in advance or utilize other lower cost airline fares for planned travel requirements to obtain the lowest possible cost to the state. Details regarding the State of Texas airline city-pairs can be found at <http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract/>.

Additionally, American Airlines will begin charging fees for checked baggage. While these fees do not apply to the state contract fares, they are applicable to all published fares. Baggage charges that are related to state business are reimbursable. It is assumed that the first checked bag is necessary to complete business travel. According to section 7.07 of the State of Texas Travel Allowance Guide, excess baggage charges for personal belongings are not reimbursable. However, the fees may be reimbursable if they are incurred for checking state-owned equipment.

If you have any questions regarding this information, please feel free to contact Ms. Yadira Perez via email at yaperez@pvamu.edu or ext. 1736.

xc: Ms. Yadira Perez
Ms. Juliette Spivey
Ms. Marilyn Maynard