

Prairie View A&M University
Certification Form
Contract Travel Vendor Exceptions

Name: _____ **Department:** _____
Dates of Travel: _____ **Voucher Amount:** _____

Lower Cost to the State

L C A Use of a non-contract vendor is less than the contract fare or rate which is offered to the general public, and/or when all trip expenses are evaluated, including ground transportation, insurance fees, parking fees, taxes, and travel time, the use results in a lower total overall cost to the State. If the contracted travel vendor offers the same lower fare or rate, the contract travel vendor must be used, unless a valid exception exists.

Efficient Use of Services

L C A Use of a non-contract travel vendor is necessary because the contract travel vendor is sold out, is not able to provide services at the time or location necessary to accomplish the purpose of the trip, has a real or anticipated labor disruption, or is providing negotiated rates for group travel.

Health and Safety Issues

L C A Use of a non-contract travel vendor may be allowed when a state traveler finds that the accommodations provided by the vendor may reasonably present a risk to the state traveler or person under the state's custody in the following circumstances:

- a. Accommodations may lack a reasonable amount of security or safety, and/or may present a health risk based on the traveler's individual needs.
- b. Accommodations fail to provide an adequate amount of services required for a person with disabilities.
- c. Accommodations have limited availability of medical emergency facilities or equipment that may be required by a state traveler.

Corporate Travel Charge Card Alternative

L C A Use of a personal charge card is allowable only for non-contract airfares if it offers insurance benefits not available from the state's corporate travel charge card contract.

Please circle the letter that applies to each exception. "L" stands for lodging, "C" stands for rental car, "A" stands for airfare. This form must be attached to travel vouchers requesting reimbursement from state funded accounts for non-contracted services

Signature of Traveler