

## **Airline Reservations**

### **Purpose**

To provide guidance on obtaining airline reservations for official UTEP travel.

### **Policy**

This procedure is issued in accordance with The University of Texas at El Paso (UTEP) [Travel Policy](#) (Handbook of Operating Procedures, Section VII, Chapter 6).

As required by the UT Systemwide contracts, official UTEP travel arrangements funded by the University must be made through the University contracted travel agency, Anthony Travel, Inc (ATI). All airline reservations must comply with the Texas State Comptroller of Public Accounts' service contract fares based on the travel guidelines published on the TexTravel guide. University contracted travel agencies and their online booking tool comply with the Comptrollers' service contract fares and state regulations.

Exceptions for not using the UT System Contracted Travel Agencies:

1. When travel is paid by an outside entity (not funded by the University);
2. The contracted travel agencies are unable to provide service in the location and dates required for travel;
3. Extreme weather conditions or emergency response;
4. Athletic Travel; or
5. Student travel not funded by the University in accordance with the Student Travel Policy for University Organized or Sponsored Events and the Student Travel Policy for Registered Student Organizations.

Reimbursement of airfare may be disallowed for travelers who do not use the contracted travel agency or Concur.

### **Procedures**

The [UTEP Travel website](#) provides a list of the UT System contracted travel agencies and an online booking tool. The following options are available for making airline reservations for official UTEP Travel which has been approved per the University Travel policy.

#### **Employee Airline Reservations**

The traveler or the department travel planner can contact the University's contracted travel agency, Anthony Travel. Updated contact information can be found on the [UTEP Travel Service's UT System Contracted Travel Agencies website](#).

- All fares will be paid by the University via the Citibank Travel card for airfare.
- The lowest available fare will be offered.

The traveler or the department travel planner can use the Concur online booking tool for domestic travel. Concur profiles are automatically set up for UTEP employees. Navigate to the [Concur website](#) for instructions to access Concur.

- Browse available flights and select the flight most convenient for your travels.
- All fares will be paid by the University via the Citibank Travel card for airfare.

When contacting Anthony Travel or booking in Concur, the approved Travel Authorization ID must be provided.

- Employees must provide an approved PeopleSoft Travel Authorization Number
  - (Ex. TA+PeopleSoft Travel Authorization ID)
- Departments must provide a project ID or Cost Center to Anthony Travel for payment of Airfare.

#### **Student Airline Reservations**

The responsible UTEP employee (faculty, staff or department travel planner) must contact the University's contracted travel agency, Anthony Travel. Students may not contact Anthony Travel directly to request reservations. Updated contact information can be found on the [UTEP Travel Service's UT System Contracted Travel Agencies website](#).

- All fares will be paid by the University via the Citibank Travel card for airfare.

- The lowest available fare will be offered.

The Concur online booking tool is not available for student travel reservations.

When contacting Anthony Travel the appropriate approved Travel Authorization ID must be provided.

- Students traveling with a responsible UTEP employee:
  - Employees must provide the responsible employee's approved PeopleSoft Travel Authorization Number.
  - A list of the students that are traveling with the responsible employee must be included with or attached to the PeopleSoft Travel Authorization.
  - (Ex. TA+PeopleSoft Travel Authorization ID)
  - All [Student Travel](#) processes and guidelines still need to be completed for all students traveling.
- Students traveling without a responsible UTEP employee for general student travel:
  - Employees must provide the student's approved Travel Registry Trip ID Number; 23 digits, including letters, numbers and underscores.
  - (Ex. 675E\_2770\_1694209912839)
- Students traveling without a responsible UTEP employee for study abroad:
  - Employees must provide the student's approved Study Abroad App ID Number; 5 numerical digits, no alpha or special characters to Anthony Travel.
  - (Ex. 23273)

Departments must provide a project ID or Cost Center to Anthony Travel for payment of Airfare.

### **University Guest Airline Reservations**

University guests are defined as travelers which are not UTEP students or employees. University guests must serve a business purpose such as a contractor, speaker or prospective employee.

The responsible UTEP employee (faculty, staff or department travel planner) must contact the University's contracted travel agency, Anthony Travel. Guests may not contact Anthony Travel directly to request reservations. Updated contact information can be found on the [UTEP Travel Service's UT System Contracted Travel Agencies website](#).

- All fares will be paid by the University via the Citibank Travel card for airfare.
- The lowest available fare will be offered.

Reservations for University Guests require a Travel Authorization ID. Below are examples of the format that should be provided to the travel agencies:

- Authorization for Personal Services (Ex. APS+Cost Center/Project ID)
- Prospective Employee (Ex. PE+Cost Center/Project ID)
- Letter of Authorization for Non-UTEP Students (Ex. LTR+Cost Center/Project ID)

### **Applicability**

This applies to all University faculty, staff, students and guests traveling on official UTEP travel/business.

### **Responsible Party**

Comptroller  
Handbook of Operating Procedures (HOP) [Section 7 Chapter 6: Travel Policy](#)