

Unused Ticket Report

Updated: 12/5/2018

Purpose

To notify departments of any unused tickets purchased through the state contracted travel agency (Anthony Travel) and assist in the application of these credits for their intended business purpose.

Policy

Travelers should ensure that any unused ticket is considered when planning future travel arrangements upon receipt of the unused ticket report.

Procedures

The UTEP Travel Office will receive an unused ticket report from contracted travel agencies for campus travel.

The report will be separated by College and forwarded to the CAO's each month. For departments that do not fall under a College, the report will be sent to the Department Head/Director.

It is recommended department travel planners contact the travel agency for more information on specific airline policies related to unused tickets.

Applicability

Applies to all University Departments, with the exception of the Athletic Department.

Responsible Party

Comptroller