

## How To Get Airline Tickets

The basic principle in obtaining airline tickets is that you should pay the lowest logical fare available for a flight which satisfies your business needs and schedule. You need not endure unreasonable departure and arrival times, excessive layover times, or excessive stopovers in order to find the lowest cost fare.

Purchasing your ticket yourself on-line is a best business practice, as you can avoid or reduce normal travel agency fees.

### Individual Travel:

**Fox World Travel** is the state contractor for on-line ticket sales, and you must check with them first for a flight when booking on-line. Before you can use their **Cliqbook** system for obtaining a quote or buying a ticket, you must self enroll. If you are already enrolled with Fox Work Travel's Cliqbook, the sign on link is <http://portals.foxworldtravel.com/University>. If you are not enrolled, please contact UW-L Travel Accountant at 785-8612 for instructions for self enrolling.

Fox World Travel will charge you an additional \$7.25 plus \$2.00 for an airline pass through charge for on-line sales or \$18.25 plus \$2.00 for a airline pass through charge if they provide assistance, and this additional charge can be considered when comparing prices with other on-line ticket sources. A quick reference guide for Fox World Travel is at <http://www.uwlax.edu/budgetandfinance/travel/CliqbookReferenceGuide.pdf>

You may also consider a non-contract on-line agency or the carrier's web site, but when obtaining and comparing quotes, you must use consistent requirements for destination and departure date and time requirements. If you choose to obtain a ticket from one of them, because of lower cost or better scheduling, you must include a Fox World Travel quote for the same or similar flight when you file your TER, and you should identify the reason Fox World Travel was not used. Examples of alternative sources might be Northwest Airlines ([www.nwa.com](http://www.nwa.com)), American Airlines ([www.aa.com](http://www.aa.com)), or Midwest Airlines ([www.midwestairlines.com](http://www.midwestairlines.com)) as carriers or Travelocity ([www.travelocity.com](http://www.travelocity.com)) and Expedia ([www.expedia.com](http://www.expedia.com)) as non-contract on-line agencies. The on-line agencies may also charge an additional booking fee, and this should be considered when making comparisons.

**Note:** Orbitz is listed in [The Certification for Collection of Sales and Use Tax Ineligible Vendor Directory](#). Because they are not in compliance with State of Wisconsin sales tax collection requirements, Orbitz should not be used for booking travel when payment or reimbursement will be made from University administered funds.

### International and Group Travel:

Because of their potential complexity and variables, it is recommended international and group flights be arranged through a travel agency, such as Travel Leaders (608-791-8367). A service fee, usually \$25, will be applied to each ticket. These flights can be billed directly to UW-L without payment by the travelers. To bill directly to UW-L the Direct Billed Transportation Request form (<http://www.uwlax.edu/budgetandfinance/travel/TravelForms.htm>) must be completed, approved

and to the Travel Accountant in Budget and Finance before approval will be given to the travel agency to process the tickets. Contact UW-L Travel Accountant at 785-8612 for details.

Payment and Reimbursement:

You should not use a state procurement card to purchase airline tickets. Because it is in UW-L's best interest for you to obtain a ticket early to get the best price, you may file an interim Travel Expense Report (TER) to be reimbursed for the airline ticket instead of having to wait until the trip has concluded. You must include the ticket receipt and a Fox World Travel quote if you obtained the flight from a source other than Fox World Travel.

If you experience or anticipate problems booking an airline ticket, please contact the UW-L Travel Accountant @ 785-8612.