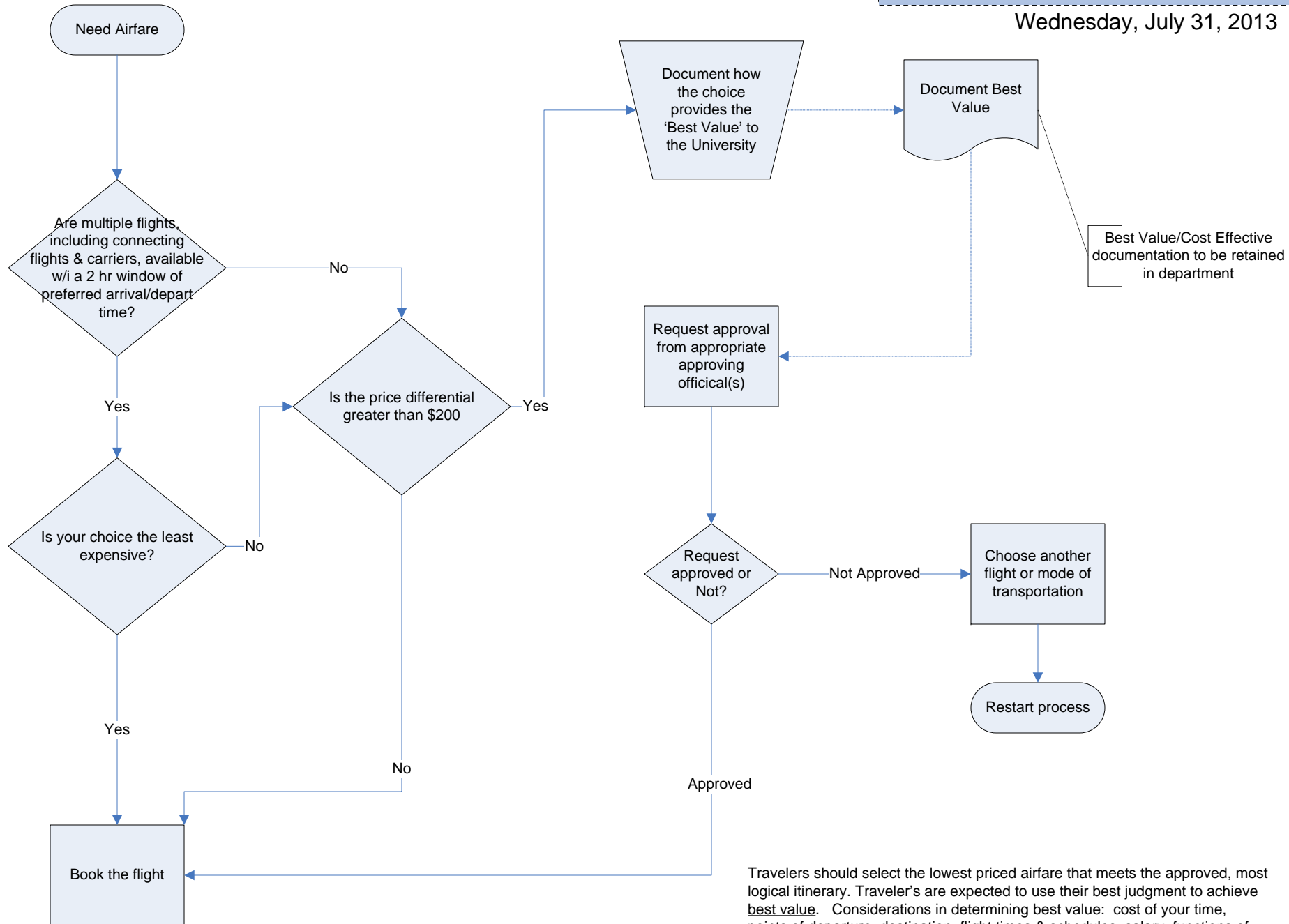


Best Value - Airfare

Refundable vs Non refundable

Travelers should use penalty or non-refundable fares whenever feasible. If a refundable fare must be used, the difference in cost should not exceed \$150.

Wednesday, July 31, 2013



Best Value/Cost Effective documentation to be retained in department

Travelers should select the lowest priced airfare that meets the approved, most logical itinerary. Traveler's are expected to use their best judgment to achieve **best value**. Considerations in determining best value: cost of your time, points of departure, destination, flight times & schedules, salary, functions of your position, travel time and availability of carriers.