


AIRFARE BOOKING OPTIONS and SERVICES

Effective August 2012

NOTE: Each administrative area may have local procedures impacting travel arrangement and reimbursement. Before booking travel, please check to be sure you are following established guidelines and procedures in your area.

	Type of Travel			Payment Options	Other Services	
	Federally Sponsored	Non-Federally Sponsored				Business/ Personal Combined
	Any Amount	\$1000 or less	More than \$1000			Any Amount
Travel OnLion	Accepted by ONR - no comparisons needed. Priced itinerary required <i>ONR – Office of Naval Research, Penn State’s federal cognizant agency for all federal awards.</i>	No comparisons needed * Priced itinerary required	No comparisons needed * Priced itinerary required	Traveler MUST print comparison documentation showing cost for business only travel versus combined travel. Must be done at time of purchase. Priced itinerary required	<ul style="list-style-type: none"> • Purchasing Card authorized for travel • Personal Credit Card Procurement Services can provide assistance to traveler with rebooking, ticketing and travel problems.	
Other Travel Sources (Travel agency or website)	Traveler must provide comparison documentation from Travel OnLion at the time of purchase to show that fare booked is lowest priced fare. ONR requirement. Priced itinerary required	No comparisons needed * Priced itinerary required	Comparison highly recommended to document that fare is reasonable. Priced itinerary required	Traveler MUST print comparison documentation showing cost for business only travel versus combined travel. Must be done at time of purchase. Priced itinerary required	None. (Traveler must manage all booking issues. Procurement Services cannot provide assistance.)	

Priced itineraries are always required receipts for airfare.

** No comparisons are needed, but if airfare does not appear reasonable, especially in comparison to others on the same trip, an explanation will be required.*