


AIRFARE BOOKING OPTIONS and SERVICES

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/ Anthony Travel	No comparisons needed. Priced itinerary required	No comparisons needed * Priced itinerary required	No comparisons needed * Priced itinerary required	Traveler MUST provide comparable price quotes from either Travel OnLion or Anthony Travel to document the difference in cost. Must be done at time of purchase. Priced itinerary required	<ul style="list-style-type: none"> • Purchasing Card authorized for travel • Personal Credit Card Anthony Travel can provide assistance to travelers with rebooking, ticketing and travel problems.	
Other Travel Sources (Travel agency or website)	Traveler must provide comparison documentation from Anthony Travel or Travel OnLion at the time of purchase to show that fare booked is lowest priced fare. This is a federal requirement. Priced itinerary required	No comparisons needed * Priced itinerary required	Comparison required to document that fare is reasonable. Priced itinerary required	Traveler MUST provide comparable price quotes from either Travel OnLion or Anthony Travel to document the difference in cost. Must be done at time of purchase. Priced itinerary required	None. <i>(Traveler must manage all booking, ticketing, and travel issues. Anthony Travel cannot provide assistance.)</i>	

Priced itineraries are always required as receipts for airfare.

* No comparisons are needed, but airfare is to be purchased at the lowest available commercial economy fare that meets the business purpose of the trip.