

# AIRFARE BOOKING OPTIONS and SERVICES

Updated August 2016

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

**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.*