Department Resources – Department Policies & Procedures – Purchasing & Accounting: POLICY - Airline Reservation

Purchasing and Accounting will contact local travel agencies and require that they contact the P&A office BEFORE charging our Departmental Visa for any reservations. Paperwork must be submitted to the P&A office in a timely manner in order to insure airline and other pre-paid reservations.

Those making airline reservations using the Chemistry Travel Account (VISA) need to submit a Chemistry Department purchase order form to the Purchasing and Accounting (P&A) Office when they make reservations. Information must include:

1. The budget number to which the flight is charged
2. An authorized signature allowing payment on the budget number
3. The purpose of the trip
4. Departure and return dates

Further, those making reservations must e-mail or fax a copy of their itinerary showing all flight charges and service fees to the P&A office. (This information is available from your travel agent)

Any of the Purchasing and Accounting personnel can assist you in completing and authorizing payment for your airline reservations. P&A telephone number: 3-1650, fax number: 221-7069.