

Airfare Guidelines

The following guidelines apply to all airline travel conducted on behalf of the University of West Florida (UWF):

1. Airfare Reservations

There is no State of Florida contract or preferred airline for UWF business travel. Travelers may purchase airline tickets through Concur's travel booking service (World Travel) or by using an authorized UWF Purchasing Card (PCard), in accordance with University purchasing policies.

2. Class of Service and Upgrades

State regulations prohibit reimbursement for first-class airfare. UWF will reimburse travelers for economy/coach class airfare only. Costs associated with upgrades, including premium seating, extra legroom, priority boarding, seat selection, or other convenience upgrades, are not reimbursable unless they have been pre-approved as a documented business necessity.

3. Airline Cancellation Fees

Airline cancellation fees of up to \$250 may be reimbursed when the cancellation is due to:

- An official University business-related reason;
- The illness of the traveler; or
- The illness or death of a member of the traveler's immediate family.

Cancellation fees incurred for personal reasons or for the convenience of the traveler are not reimbursable from State funds.

4. Lost Airline Tickets

The cost of lost airline tickets resulting from employee negligence is not reimbursable.

For additional information regarding airfare, booking procedures, and reimbursement requirements, please refer to the applicable sections of the UWF Travel Manual.