

## Summary of Key Changes to Statewide Travel Policy Effective 4/1/15

### Section One: Air Travel

1.5 Advance Booking: - Added verbiage to clarify TTE and Non-TTE process to deny Air Booking

### Section Two: Ground Transportation and Car Rental

Section 2.3, paragraph 3 bullets verbiage changed with regard to use of Tier 1 and Tier 2 rates.

Links to the DOAS Car Cost Comparison Tool have been removed from the Travel Policy. Use of the DOAS Car Cost Comparison tool is at the discretion of each Agency. Agencies should also exercise discretion when giving permission to override what has been determined (by whatever means the agency uses) to be the most cost effective method of ground transportation.

### Section Three: Lodging

3.2 Booking: -Added verbiage regarding *DOAS Statewide Purchasing Card Policy* and booking hotel reservations in TTE

### Section Four: Meals and Incidental Travel Expenses

4.6 Meetings, 4.7 Employee Group Meals, 4.8 Non-Employee Group Meals and 4.9 Special Meals -Moved to Other Meals and Incidental Expense for **Authorized** Non-State Employees Policy

### Section Five: Miscellaneous Travel Expenses

The following items were added to the non-reimbursable expenses list:

- Rental Vehicle Maintenance (including car washes)
- TSA PreCHECK Application Fee

### Section Seven: Reimbursement for Travel Expenses

7.8 Provisions for Authorized Non-State Individuals Including Volunteers, and 7.9 Personal Service Contractors – Moved to Other Meals and Incidental Expense for **Authorized** Non-State Employees Policy

### Added Appendix E: Airlines

Southwest Airlines: - Section added to clarify cancellations and exchanges

### Added Appendix F: Ground Transportation

Insurance: Section added to clarify insurance requirements for rental cars and personal vehicles