**Airfare**

**Guidelines**

1. There is no state contract for airfare.  You may book your ticket using your pcard or call a travel agency to book your ticket.    
2. The State doesn’t allow first class travel.  
3. The cancellation fee is allowable only for business related reasons or in the case of illness of the traveler or the illness or death of a member of the traveler’s immediate family.  
4. The cancellation may not be reimbursed from State funds for the convenience of the traveler.  
5. Lost tickets because of employee negligence are not reimbursable.