

Fare Policy Summary

Objective

- To provide convenient, economical travel services for State employees traveling on official business.

Fare Policy

- Utilize lowest logical fares based on acceptable times, locations, conditions and State Travel Regulations.
- Least expensive routing is to be used.
- Delays-in-route (not more than 2 hours) that result in materially lower costs are to be used. Travelers may accept/request longer delays at their option, however.
- Promotional plans are not to be used when this results in additional cost to the State