

OTC AIR TRAVEL PROCEDURES

OTC utilizes Adelman Travel (formerly Great Southern Travel) for ALL flight arrangements that are paid for in advance by the college. Utilizing a travel agency allows the college to obtain additional flight insurance for our employees traveling, as well as keeping air fare costs as low as possible and obtaining refunds/flight credits that might not otherwise be available to individuals. Adelman also provides excellent customer service, and is available to assist employees in the event of last minute flight changes, cancellations or delays.

Complete an Advance Travel Request form (including appropriate budget code) and submit it to your Dean and Vice Chancellor for signature approval. **Out of state travel will also require the Chancellor's signature.**

- a. The Vice Chancellor will send a copy to the Finance \$ G P L Q L V W U D W L Y H authorization for the person to travel on the requested dates and charge to the budget indicated.
- b. After the Finance Administrative Assistant receives your signed Advance Travel Request, an authorization email is sent to you and Adelman Travel indicating travel has been approved and to charge the college for the cost of the flight. **Any changes made to the ATR after approving signatures are in place, will require either a new ATR submission or an email (forwarded to the Finance Administrative Assistant) from the Dean and Vice Chancellor approving those changes along with an explanation for the change.**
- c. Once you receive the authorization email from the Finance Office, contact Kelly Christian at Adelman Travel. Her number is 1-800-725-7111, hit prompt 8 then dial her ext 3516 or email kchristian@adelmantravel.com) to make flight arrangements. *All airline tickets are e-tickets.* Adelman does not issue paper tickets.

G You may contact Adelman Travel prior to finalizing your Advance Travel Request to discuss flight options and costs, or you may do your own research via the internet.

It is the responsibility of the person traveling (or their designee) to contact Adelman Travel to make flight arrangements and request the reservation be ticketed. The Finance office *only* provides Adelman with authorization to charge the ticket to the corporate travel credit card.

D Prior to issuing the airline ticket, Adelman Travel will require the traveler's name as it appears on their driver's license and their date of birth.

Once the reservation is ticketed, Adelman Travel will email an itinerary/invoice to the traveler and to the Finance department, indicating the ticket has been issued and the college has been charged for the flight.

D Once ticketed, the airfare is non-refundable and non-transferable.

E Changes to travel itineraries that create a significant change in the dollar amount previously authorized will require additional approval by the Dean and Vice-Chancellor.

Travelers always have the option of booking and paying for their own flights and obtaining reimbursement from the college by submitting an Employee Expense Reimbursement form to the Finance office upon completion of travel. *All travel-related forms can be found on the R: Drive in the Finance Office Forms folder.*