

SAM-TRAVEL

COMMERCIAL AIR TRAVEL

0741

(Revised 9/07)

Employees will travel by the least costly class and take advantage of discounts whenever possible. Refer to the current Department of General Services Management Memo for Discounted Air Fares for Official Business. If an employee travels in other than the least costly class, full explanation must be submitted with the claim. See SAM Section 8422.115.

Frequent Flier Points/Premiums/Vouchers received by the employee because of travel on official State business are the property of the employee.

Departments that currently have programs in place which require employees to turn these premiums back to the State for future use may continue to do so.