

SAM—MISCELLANEOUS ACCOUNTING PROCEDURES

BILLING REQUIREMENTS

8711.2

(Revised 7/76)

Various billing formats are currently offered by airline companies and travel agencies, which include passenger name, card number, cost of ticket, issue date, class of flight, listing by cost center or major activity, etc. The exact format used will depend on the needs of each agency and the capability of the airline company/travel agency.

Regardless of the form of billing that is used, State agencies must ensure that they provide adequate information so that they can be compared against the passenger's copy. See SAM Sections 8711.3 and 8422.115.