

# Travel Expense and Policy Cheat Sheet: Booking Best Practices

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	The DOs	The DON'Ts
<b>Airfare</b>	<ul style="list-style-type: none"><li>• <b>DO</b> book through Concur or World Travel, Inc. for all airline reservations</li><li>• <b>DO</b> take advantage of University-negotiated discounts for airline reservations</li><li>• <b>DO</b> sign up for airline Loyalty programs for perks (i.e.: free baggage, boarding priority)</li></ul>	<ul style="list-style-type: none"><li>• <b>DO NOT</b> book Business or First Class without approved business justification</li><li>• <b>DO NOT</b> charge the University for seat upgrades, TSA pre-check programs, airline clubs, etc.</li><li>• <b>DO NOT</b> miss your outbound flight and think your return flight will not be impacted (It will be cancelled!)</li></ul>
<b>Car Rental</b>	<ul style="list-style-type: none"><li>• <b>DO</b> rent from Enterprise and National (our preferred car rental vendors)</li><li>• <b>DO</b> waive insurance coverage for domestic reservations as the University self-insures</li><li>• <b>DO</b> add insurance coverage for international reservations</li><li>• <b>DO</b> select the smallest car that meets the business need (based on people and luggage)</li></ul>	<ul style="list-style-type: none"><li>• <b>DO NOT</b> request reimbursement for insurance, GPS or other add-ons for domestic</li><li>• <b>DO NOT</b> select the fuel option unless absolutely necessary for your business need</li><li>• <b>DO NOT</b> return a car unless the gas tank is full</li></ul>
<b>Hotel</b>	<ul style="list-style-type: none"><li>• <b>DO</b> compare conference rates with Concur rates for the same hotel property</li><li>• <b>DO</b> request an itemized bill upon checkout (A “must have” for reimbursement!)</li><li>• <b>DO</b> notify hotels in the event of a room cancellation to prevent “no show” charges</li></ul>	<ul style="list-style-type: none"><li>• <b>DO NOT</b> make expense reporting harder for yourself (i.e.: minimize charging extra to your room and use a separate form of payment for personal charges)</li><li>• <b>DO NOT</b> book a pre-paid hotel reservation unless it is approved with business justification</li></ul>