AIRFARE FOR DISTRICT TRAVEL

Airfare must be purchased through district bid vendors. Employees <u>will not</u> be reimbursed for airfare they purchase on their own. After an employee's trip is approved and a travel request ID is available, the instructions for booking airfare can be found at <u>Airfare Guidelines on the Procurement Travel Webpage</u>

Questions regarding airfare purchases should be directed to Procurement.