

# Airfare Information

- ✓ All FHSU employees should fly from Hays airport (if their official station is Hays)
- ✓ FHSU has an agreement with United for Business which provides employees with access to discounted fares on eligible flights.
  - For instructions on how to sign up for this program, please visit the Business Office webpage (<https://www.fhsu.edu/bus-off/>) under the Expense/Travel → Travel Forms & Information section.
- ✓ If there are no flights out of Hays, the traveler may use another airport. Documentation showing that there are no flights available will need to be attached in the Travel Receipt Form.
- ✓ If a traveler is choosing to fly from a different airport other than Hays (and there are flights out of Hays) a quote from Hays will need to be obtained at the time of booking and a quote from the preferred airport.
  - An Airfare Comparison Form will be completed and will help determine if the traveler can use their p-card for the airfare/fly from the preferred airport. Make sure the quotes are attached to this form.
- ✓ Airfare quotes and purchases must include the price of the airfare, taxes, and itinerary of the flight.