

Airfare Information

- ✓ All FHSU employees should **fly from the Hays airport** (if their official station is Hays; has an office on campus).
- ✓ FHSU has a **United MileagePlus** program that we receive discounted flights.
 - To sign up for the United MileagePlus program, please visit the United website and once you have your MileagePlus number send it to apayable@fhsu.edu and Accounts Payable will get the traveler added to the list.
- ✓ 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.