CAMPUS CORRESPONDENCE

To: **William Jenkins, LSU** **Date:** **January 31, 2013**
Wendy Simoneaux, LSU System
David Wesse, LSUA
Mark Alise, Pennington Biomedical Research Center
Arlene Tucker, LSUE
Ann Coulon-Charbonnet, LSU AgCenter
Albin Murtaugh, LSU Law Center
LSU Vice Chancellors, Deans, Directors, Department Heads/Chairs & Business Managers

From: **Donna K. Torres, CPA**
Associate Vice Chancellor for
Accounting and Financial Services

Subject: **Airline Savings Program**
Memo # AS-13-03

Short's Travel Management's Booking System has been upgraded to continuously check flight costs for up to 24 hours after an itinerary is purchased. **Effective February 1, 2013**, the booking system will monitor flight costs to ensure that the University is paying the lowest possible airfares. This automated process for monitoring flight costs for possible airfare cost savings is a quick, continuous process. The service fee to book the new lower airfare will be $24. The additional $24 service fee will be charged only if there is a new airfare (within the 24 hour window) that is at least $100 lower than the original airfare. This will ensure a savings at a minimum of $76 per ticket when an airfare cost savings becomes available.

Whenever there is a lower airfare price for that same original itinerary, regardless if the airfare booking was issued on-line or with an agent, Short's Travel will void the original ticket and send a new invoice to the traveler with the new ticket information which includes the additional service fee of $24. The payment of the original ticket price will be credited at the time the new ticket is processed. Based on the payment method, travelers and/or travel arrangers should expect to see the original airfare charge and original service fee $5 or $24, the credit of original airfare charge, the new airfare charge and the additional $24 service fee on their personal credit card statements, LaCarte or CBA entries.

CONFIRMATION	TRAVELER	INVOICE DATE	TICKET	PAYMENT	TOTAL	EXPLANATION
1A2B3C	SMITH/JANE	NOV 26, 2012	0012345679010	**($596.10)**	VOID	**←ORIGINAL TICKET $596.10 VOIDED**
1A2B3C	SMITH/JANE	NOV 26, 2012	FEE 056273485	VI...1234	$5.00/$24.00	**←ORIGINAL TICKET SERVICE FEE**

1A2B3C	SMITH/JANE	NOV 27, 2012	0012345679078	VI...1234	$218.10	**←NEW TICKET ISSUED AT LOWER PRICE**
1A2B3C	SMITH/JANE	NOV 26, 2012	FEE 056273531	VI...1234	$24.00	**←2nd TICKET SERVICE FEE**
TOTAL					$247.10	**←TOTAL SAVINGS OF $349**

Below is an example of an exact flight itinerary that reflects the cost savings of this new program:

For questions related to this program or any travel related questions, please contact a member of the Travel staff:

- Jennifer Driggers 578-3699 or jdrigg@lsu.edu
- Catherine Herman 578-3698 or cherman@lsu.edu
- Cheryl Franklin 578-3697 or cfranklin@lsu.edu
- Lindsay Berthelot 578-1538 or lberthe@lsu.edu

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