



## 1. Requirements for Purchase of Direct Payments of Airline Tickets and/or Car Rental

To receive air transportation tickets in advance, the department must submit to the Treasurer's Office an application requesting direct bill of airfare and/or car rental. Out-of-state travel must have an approved Travel Request in the IRIS Travel System. In-state travel requires the completed application only. A copy of the government issued identification (i.e., passport, driver's license) that will be used at the airport must be attached to the T-25 form in order to verify the name. You may black out any information other than the name. If any of this information is not provided, a direct bill authorization will not be issued. Upon assigning the travel agency's authorization number, the agency may be contacted to make arrangements for the trip and delivery of the tickets.

## 2. Direct Payment

The original invoice will be sent directly to the Treasurer's Office by the travel agency. The approved application form will be used as authority to charge the department account. The amount of the airfare and/or car rental will appear on the departmental ledger as an SA document and will include the TA number and traveler's name.

## 3. Unused Tickets

Any ticket or portion of a ticket not used must be returned immediately to the agency. A letter should be written to the agency asking for the credit or refund. The Treasurer's Office should be notified immediately of any changes. It is the responsibility of each department to obtain the correct amount of refund or credit.