

For Domestic Travel you must save 10% amounting to at least \$100.00. No basic economy flights. If you meet those requirements, please email me the alternate vendor quote and the CBT quote. If an exception is granted, attach the email approval along with the CBT quote to the expense report.

For international travel please email the alternate vendor quote to CBT, copy me, and ask them for their best quote. The alternate vendor quote cannot be basic economy.

- If the CBT agent does not respond within 24 hours (see note below<sup>\*</sup>), you are free to purchase the alternate vendor quote. You must attach the CBT agent email quote to the expense report showing the date/time CBT responded and that I was copied. I would assume that CBT would have responded by the time the expense report is created once the trip has been completed. If CBT never responds, you may email me, and I can confirm that CBT did not respond. If this procedure is not followed, the travel auditors will email me to review for non-use of CBT.
- If the CBT agent responds within 24 hours and the CBT quote is more expensive, you are free to purchase the alternate vendor airfare. Please attach the CBT agent email quote to the expense report to show CBT quote more expensive and that I was copied.
- If the CBT agent responds within 24 hours and the CBT quote is the same or less expensive, you must purchase the airfare through CBT.

<sup>\*</sup>NOTE: Also, for international CBT agent quotes : 24-hour response time does not include holidays and weekends.

### **Jennifer Driggers**

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