

TRAVEL RELEASE DEADLINES

Prepaid airfare via the Travel System is a featured benefit that requires prompt action by all parties involved in initiating and approving travel in order to ensure flight rates and schedules. Since late-day approvals by departments can contribute to late-day releases to the Travel Agencies, airfare schedules may be impacted and rates may increase.

In order to guarantee same-day release, Travel Orders must be approved in the Travel System by **3 p.m. EST**.

Tips for Initiators and Approvers:

1. Initiators may want to develop a routine of notification (email or phone) to their Approvers for specific Travel Orders that require timely release of prepaid airfare.
2. Approvers may want to schedule review of pending Travel Orders waiting for approval to early afternoon in order to meet the 3 p.m. deadline and ensure prompt release to the Travel Agencies without incurring an increase or changes to the flight itinerary.