



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 2.5	EFFECTIVE DATE: 03/29/1985
TITLE: DHS Purchase and Payment of Airline Tickets	REVISION DATE: 11/05/2014
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

In the past, a state procurement bulletin encouraged the use of certain minority vendors and specified other vendors for the purchase of airfare and related travel services. This bulletin has since expired. This accounting policy has been developed to establish the Department of Health Services (DHS) guidelines for the purchase of airfare.

POLICY

DHS organizations may use whatever vendor they choose when purchasing air travel as long as proper purchasing procedures are followed.

PROCEDURES

1. **Choice of Vendor.** DHS may use various vendors when considering purchasing air travel. Consideration should be given to certified minority vendors as directed by Wis. Stats. § 16.75 (3m)(b). It is recommended we utilize vendors as a full-service resource.
2. **Use of Purchase Orders.**
 - a. **For airfares of \$5,000 or more, issuance of a purchase order is required.** DHS organizations are to use purchasing procedures prescribed by the Department of Administration, Bureau of Procurement, in the *State Procurement Manual*, Section PRO-D-32.

This section requires agencies to use their best judgment in accepting an airfare from either a travel agency or a commercial carrier and encourages an agency to obtain two or more quotes. When obtaining and comparing quotes, agencies are to use consistent requirements for dates and times of departures and destinations.
 - b. For airfares less than \$5,000, DHS organizations are required to use the VISA Purchasing Card (P-Card) to purchase airline tickets. Simplified bidding procedures may be used as verification of lowest available fare. It may be beneficial to contact more than one vendor to secure a lower airfare.
3. **Payment of Services.** Payment for services will be made directly to the respective travel agency or commercial carrier. Follow the P-Card procedures. Payment may include cost of airfare and any service fees.

REFERENCES

[Wis. Stats. § 16.75 \(3M\)\(b\)](#)

[State Procurement Manual PRO-D-32, Procurement of Transportation](#)

CONTACTS

[Payment and Fiscal Issues, Expenditure Accounting Section](#)

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