

Utilizing Airline Credit

If you have been notified you have an unused airline ticket credit, please follow the instructions provided in this notification to utilize the airline credit. The credit should be used before purchasing any airline tickets, assuming you'll be flying on the same airline as the credited ticket. The credit balance may be used for any business travel you are planning until the credit expires. See attached report for your credit, expiration date, record locator #, and airline.

Since all airline ticket credits were expensed at the end of fiscal year 2020, you **do not need to expense the credit** you use for your travel. If the total ticketed amount exceeds the credit, you will need to expense the amount in excess of the credit amount. You may use your Pcard to charge the additional amount in excess of your credit amount.

To utilize your credit:

- Contact CTP (see below for telephone #) to use your credit. CTP (Travel Agency) contact Info: Local: 210-293-8622| Toll Free: 877-401-5919
- Give the CTP representative your **Record Locator # as shown on the attachment.mo**
- On your request, if utilizing your airfare credit, show only the excess estimated airfare over the credit amount.
- After traveling, do not add these credits to your expense report, only the portion over the credit amount. Use your PCard to pay for the amount of the ticket in excess of the credit.
- **Prior** to submitting your expense report please send an email to Coleen Schwyzer, cschwyz@collin.edu, AP Manager, to review your expense report. After her review, she will notify you of any changes needed, if necessary, or let you know you can submit your expense report for processing.

If you have any questions, please do not hesitate to contact accounts payable, acctspayconcur@collin.edu, or Coleen Schwyzer, x3839.