

# Free Airline Ticket Policy

## Purpose

This establishes the policy and procedures to follow to distribute and utilize the Skybonus free airline tickets received as part of the State Travel Office's participation in the Delta Skybonus Program.

## Definition

**Free Airline Ticket** As part of the Delta Skybonus program, the State receives points for dollars spent on airlines tickets. These points can be turned in for free (excluding applicable airport taxes) airline tickets anywhere in the continental United States.

## Policy

- A. State Fleet Operations may use one or more of the Skybonus free airline tickets to provide airfare to send a representative(s) to the Society of Government Travel Professionals conference each fiscal year.
- B. The remaining allotment of Skybonus free airline tickets will be distributed to departments based on the dollar volume of airline tickets they purchased through the State Travel Office during the prior fiscal year. The department that spent the highest dollar volume will receive the highest percentage of the available Skybonus free airline tickets; the department with the second highest spend will receive the next highest percentage of Skybonus free airline tickets, and so forth until the awarded tickets are used. Notification of this distribution will be sent to the Executive Director and Finance Director of each receiving department.
- C. Free Airline Tickets may only be used for official state business.
- D. A Delta Skybonus Free Airline Ticket Authorization form must be adequately completed and properly approved before a free airline ticket may be issued. The form requires approvals from the traveler's Department Executive Director and the State Travel Office Manager.
- E. There typically will be costs associated if it is necessary to make changes to a Skybonus free airline ticket after it is purchased. These charges are imposed by the airline and may include a penalty fee and possibly an increased air fare. These additional charges will be paid by the department utilizing the airline ticket.
- F. The Delta Skybonus program is subject to change or termination at any time.

## Procedures

### Responsibility

### Action

#### Division of Fleet Operations

1. Each July, prepare a summary by department of the dollar volume of airline tickets purchased through the State Travel Office during the last fiscal year.
2. As sufficient points are accrued, notify each applicable department that they have been awarded a Skybonus free airline ticket(s). Include the Delta Skybonus Free Airline Ticket Authorization form and the related instructions with the notification.

#### Agency

1. Determine how you would like to use the Skybonus free airline ticket and fill out the Delta Skybonus Free Airline Ticket Authorization form accordingly.
2. Send the completed Delta Skybonus Free Airline Ticket Authorization form to the State Travel Office Manager.

#### Division of Fleet Operations

1. Review and sign the completed Delta Skybonus Free Airline Ticket Authorization form. This must be completed by the State Travel Office Manager
2. Once the Delta Skybonus Free Airline Ticket Authorization form is signed by all parties, the State Travel Manager will issue the free airline ticket and email the confirmed itinerary to the traveler and travel planner.
3. Audit payments for compliance with this policy and ensure any exceptions are properly documented and meet the “necessary and reasonable” criteria.

**STATE OF UTAH**  
**DELTA SKYBONUS FREE AIRLINE TICKET**  
**AUTHORIZATION FORM**

This form must be completed and approval signatures obtained before any Delta Skybonus free ticket can be issued. The State Travel Office will maintain the original form.

<b>Date:</b>
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<b>Name of Traveler/Department:</b>
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<b>Destination:</b>
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<b>Departure Date/Time:</b>
<b>Return Date/Time:</b>

<b>Justification and Details of Trip (May only be used for official state business):</b>
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**REQUIRED APPROVAL SIGNATURES:**

<b>Department Executive Director</b>	<b>Date:</b>
<b>Printed Name:</b>	
<b>Signature:</b>	

<b>Tami Nelson</b> <b>State Travel Office Manager:</b>	<b>Date:</b>
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**FOR INTERNAL USE ONLY (STATE TRAVEL OFFICE):**

<b>Skybonus Ticket Authorization Number:</b>
<b>Confirmation Number:</b>