

## CENTRAL WASHINGTON UNIVERSITY

SUBJECT: Airfare Purchases

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Effective March 2003, university employees may purchase airline tickets outside of the contracted travel agencies for university related travel. Tickets may be purchased through the internet and pay with individual corporate travel cards, or other payment methods, as long as the airfare price is published and is lower than the price available through the contracted travel agencies. Caution should be used when arranging for tickets that are non-refundable or have other restrictions.