**JUSTIFICATION FOR NOT USING THE STATE TRAVEL MANAGEMENT PROGRAM (STMP) CONTRACT RATES**

STMP Contract Rates were not used for Airline tickets for the following reason:

|  |  |  |
| --- | --- | --- |
| **Check as Applicable** | **Policy Exception** | **Specifics** |
|  | **Unavailability of Contract Travel Services**  *A contract airline carrier does not offer flight times or flights in a specific city-pair to meet the travel requirements.* |  |
|  | **Documented lower cost**  *If a non-contracted airfare is $120 and the contracted airfare is $100, but the non-contracted fare saves the traveler time and results in one less night of lodging, the overall cost to the state is lower.* | **(Document cost comparison)** |
|  | **Special Needs**  *The traveler's health, safety, physical condition or disability requires accommodations.* |  |
|  | **Emergency Response**  *The traveler is responding to a public health or safety emergency situation.* |  |
|  | **In Travel Status**  *The traveler is in the course of travel and changes in scheduling render the use of contract travel services impractical or the appropriate travel services are not available. The traveler shall make reasonable efforts to secure rates equal to or lower than the contract travel service rates.* |  |
|  | **Legally Required Attendance**  *The traveler is required by a court, administrative tribunal or other entity to appear at a particular time and place without sufficient notice to obtain contract travel services.* |  |