

## **AOSD Flash # 273: Travel Reimbursement Policy - Update to Quote Requirement**

**WHO:** All Departments

**WHAT:** If employees choose to purchase air travel online directly, they must document and demonstrate this option to be reasonable and cost effective by obtaining a minimum of three quotes from travel fare aggregator websites (e.g. Expedia, Hotwire, Kayak, etc.).

**WHY:** Previous policy for online travel bookings required a quote from a City travel vendor. This update allows more flexibility in obtaining comparable quotes when City vendor quotes are unavailable.

**QUESTIONS:** Please contact your fund accountant.

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