

**Research, Education and Economics  
Acknowledgement of Responsibilities for the  
Purchase of Non-refundable Common Carrier Transportation**

\_\_\_\_\_ is requesting purchase of non-refundable ticket for travel from \_\_\_\_\_  
(origin)

to \_\_\_\_\_, on \_\_\_\_\_.  
(destination) (dates of travel)

**Government Contract Airfare:** \_\_\_\_\_.

**Restricted Airfare:** \_\_\_\_\_.

**We have read and understand the following:**

- Government contract fares, where available, are to be used unless an exemption applies.
- The ticket requested is non-refundable/restricted and that there may be service charges and additional costs that must be paid if changes are made after the tickets are issued. The traveler and authorizing official/fund holder recognize the potential financial risk to the agency should the agency cancel the above listed travel after the purchase of a non-refundable ticket.
  - If changes to travel are ordered by the agency, any additional costs are paid from the authorizing official/fund holder's budget.
  - The traveler is responsible for any costs that result from cancellation or changes to the ticket that are not related to official travel or that are made for personal convenience. The traveler is responsible for any costs associated with this ticket if this form is not signed by the fund holder/authorizing official.
- Non-refundable tickets must be used in accordance with REE Policy.
- Non-refundable fares require immediate ticketing, upon request to the travel agent.
- Non-refundable tickets, upon issuance, are charged immediately to the travel charge card account used for payment.
  - If this ticket is charged to the traveler's individually-billed travel charge card account, the traveler recognizes the responsibility to pay the ticket cost when the travel charge card bill is due, and realizes that this bill may be due prior to the end of travel or before reimbursement of the cost of the ticket.
  - If this ticket is charged to the agency GVTS account, the authorizing official/fund holder recognizes that the cost of the ticket may be obligated and paid from their organization's fund balance and realizes that this obligation and payment may occur prior to or before the end of travel. (Fares may only be charged to the GVTS account for foreign travel or if the traveler does not have an individually billed Government travel charge card.
- The traveler recognizes the responsibility to understand the fare restrictions and rebooking rules for the ticket being requested. Some airlines require cancellation, rebooking and reissue of tickets PRIOR to the departure of the original outbound flight and/or continuing flights. Failure to do so may result in the entire ticket value being lost.

**I have considered the government contract airfare for this travel and request a nonrefundable/restricted fare because \_\_\_\_\_. I understand the above responsibilities and authorize my travel office to purchase non-refundable common carrier ticket for the travel listed.**

**Employee (Traveler) Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**I authorize the use of non-refundable/restricted fare for the travel and traveler listed above. I understand the agency responsibilities for the use of this ticket and the risk to the government if the travel is canceled or changed.**

**Authorizing Official/Fund holder Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**This signed document should be part of the upload approvals in the authorization.  
Approved by the fund holder at the location.**