EXCEPTIONS TO THE USE OF CONTRACT TRAVEL SERVICES
34.1 TAC § F.20.303

Instructions: Place an “X” by the exception that you are claiming

1)  ______ Lower Cost to the State
    State agencies may use any travel services obtained at a price lower than the contract travel services price. State agencies are encouraged to obtain lower priced travel services through the use of fourteen day or other advanced reservations programs, promotional price reductions, or any method that provides a lower overall cost of travel.

2)  ______ Unavailability of Contract Travel Services
    The contract travel services are not available during the time or at the location necessary for the business purpose; or the contract travel service does not provide for the service required; or because the contractor is unable to provide the contract services due to a force majeure event.

3)  ______ Special Needs
    The traveler's health, safety, physical condition or disability requires accommodations, including medical emergency or other necessary services, not available from contract travel service contractors.

4)  ______ Custodians of Persons
    The traveler has custody of a person pursuant to statute or court order and the traveler is required to provide a degree of security and safety that is not available from contract travel service contractors.

5)  ______ 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.

6)  ______ Group Program
    The traveler is using a group program wherein reservations were made through a required source to obtain a particular rate or service.

7)  ______ Emergency Response
    The traveler is responding to a public health or safety emergency situation.

8)  ______ 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.