**Personal Convenience Items – Sent on Travel ListServ on 07/20/2018**

The following message is a joint communication from PCard Services and Travel:

We have noticed during the charge review process an increase of receipts for airfare which include personal convenience items such as seat selection fees, costs for seat upgrades, premium seating, upgrades beyond economy and coach and early boarding fees.  These items are considered personal convenience and PCard misuse and are against Travel rules.

When booking airfare online, please be aware of the following:

* If you wish to purchase a personal convenience item, please complete the booking for the basic allowable airfare and log back in to your reservation to process seat selection fees, early boarding and other personal conveniences as a separate transaction using your personal credit card.
* Many airlines do not have assigned seats with a basic allowable airfare (e.g. Southwest, Allegiant, Spirit, Frontier, etc.).  When a seat is not selected, the remaining open seats upon check-in or boarding will be available to you.  Paying for a seat assignment or early boarding is considered a personal convenience.
* Always use your USF PCard for payment of the basic allowable airfare.
* Airlines have different website configurations which can be confusing, but all allow for the purchase of the basic allowable airfare which may not include a seat assignment at the time of purchase.  Skip seat selection if a fee is required when booking basic airfare with the PCard.

For more details on airfare travel policy, please see the USF Travel Manual, Transportation – Airfare section starting on page 16 (<http://www.usf.edu/business-finance/controller/payment-services/travel.aspx>).

For more details on PCard misuse please see the PCard Guidelines Manual [http://www.usf.edu/business-finance/purchasing/documents/PCard-docs/PCard-guidelines-manual.pdf](http://www.usf.edu/business-finance/purchasing/documents/pcard-docs/pcard-guidelines-manual.pdf).