

## Sample Travel Guidelines

The following sample guidelines can be used in amending your travel policy to include a requirement to consider using La Crosse Regional Airport if certain conditions are true.

The goal would be to take into consideration both the non-ticket related costs and the productivity benefits of conducting work on travel time rather than time lost resulting from driving to another airport. As an LSE LEADER you can make *any* modifications to this language or draft your own language from scratch. Several samples below range from strict to loose in terms of employee discretion in selecting an airport. The important part is your support for your local airport. The staff of La Crosse Regional Airport is also available to assist you with drafting your language. Thank you for your consideration.

### **SAMPLE 1**

If the mode of travel being utilized is air the following factors shall be adhered to when making an airport selection: (1) La Crosse Regional Airport shall be utilized for the departure airport when the airfare is no more than \$250.00 higher than another competing airport regardless of connection times. (2) La Crosse Regional Airport shall be utilized for the departure airport when the airfare is between \$250.00 and \$350.00 higher than another competing airport if the difference in connection times is less than 2 hours. (3) An airport other than La Crosse Regional Airport may be utilized when the airfare is more than \$350.00 higher than La Crosse Regional Airport. Exceptions shall be made by your immediate supervisor.

### **SAMPLE 2**

If the mode of travel being utilized is air all employees shall utilize the air cost comparison calculator to determine the total true cost of the proposed travel. Employees shall consider using La Crosse Regional Airport as their preferred airport when the total true cost comparison is within \$250.00. Exceptions shall be made by your immediate supervisor.

### **SAMPLE 3**

As a supporter of the local region if the mode of travel being utilized is air all employees shall utilize La Crosse Regional Airport. Exceptions shall be made by your immediate supervisor.

### **Airport Contact**

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