

Air Travel

All airfare must be purchased from the NYS contracted travel agency* using employee's NYS travel card. The current NYS contract vendor for our regions is:

Travel Agency Name	Stovroff and Taylor Travel (STT)
Travel Office Hours	9:00am – 5:00 pm EST
Reservation Phone Number	1-800-543-8616 or 716-631-4022 option1
Online Booking Tool	www.concursolutions.com
Online Tech Support 9:00am–5:00pm	onlinehelp@stovrofftaylortravel.com
E-Mail Reservations	reservations@stovrofftaylortravel.com
Emergency/After Hours Number	1-800-543-8616 or 716-631-4022 option1

1. Traveler must complete Travel Authorization Form, securing appropriate approvals and identifying the state account number to be charged and forward to the Business Office for approval.
2. The Business Office will review the Travel Authorization Form and notify traveler once approved.
3. After the traveler has received approval from the Business Office they can contact Stovroff & Taylor Travel reservations department or book travel online at www.concursolutions.com. Employee's NYS travel card must be used.
4. The travel agency will email an itinerary to the traveler. Travelers must forward this email to Travel in the Business Office. (travel@sunypoly.edu)
5. Traveler must submit the passenger's portion of the airline ticket or e-ticket with Employee Report of Travel Expenses to the Business Office within 30 days of conclusion of trip.

*Exceptions to the use of this contract shall only be made for emergency situations or where there is a savings of more than \$200 over the contract price and requires prior approval by the Agency Finance Officer. To request an exception, submit the Air Travel Services Contract Exception Form <https://ogs.ny.gov/purchase/spg/pdfdocs/CL744.pdf> along with a quote for noncontract fare and a quote for state contract fare to the Business Office for approval prior to purchasing airfare.