

Airline Check Baggage Policy

Many airline carriers have a policy charging extra for baggage during the airport check-in process. The State's policy is to only pay for the cost of the ticket and one bag per traveler. If a baggage fee is paid at the airport, the traveler must submit the receipt with their Travel Expense Claim (TEC) for reimbursement.

For travelers requesting reimbursement for more than one bag, a justification to the State Controller's Office (SCO) must be attached to their TEC for review. The justification must state why the traveler is having to pay for extra luggage (such as computer, presentation handouts, tradeshow exhibits, etc.) for a documented business-related purpose, and can demonstrate that the additional cost is solely for the benefit of the State.