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**TO:** All ISC Executive Directors and Deputy Executive Directors (Business)  
Chief Executives and Heads of Office at CHQ  
All Superintendents

**FROM:** Vincent A. Giordano   
Executive Director

**SUBJECT:** New Travel Services Procedures

**DATE:** June11, 2008

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The Department of Education's travel services contract with Omega Travel has expired. During the past several months the Division of Financial Operations (DFO) in conjunction with the Division of Contracts and Purchasing (DCP) has been exploring other avenues to improve vendor customer service and; more importantly, lower the cost of travel when it is needed to support instruction in our schools. It is our intent to have a service in place by September.

In the interim, effective immediately, all travel arrangements should be made via the Internet using travel companies such as Expedia, Kayak and Orbitz. Please keep in mind that the DOE has not contracted these companies; therefore, please adhere to the current bidding thresholds as stipulated in the SOP (<http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1115>). Since these companies, as well as others shop for the lowest cost by getting quotes from multiple airlines; employees may purchase tickets from a single company even for those that will exceed the \$250 bidding threshold.

The following payment mechanisms will be used to purchase tickets:

- the P-card
- Personal credit card, if the site does not have a P-card; and, can be processed in TRAC

Please note: as you are aware, DBOR must approve FY 2008 purchase orders and change notices (increase) after the encumbrance deadline, including the P-card.

We appreciate your cooperation, and if you have any questions you may contact **Richard Carlo (718-935-2841)** or **Scott Matluck (718-935-2846)**.

c: Kathleen Grimm  
David Ross

Richard Carlo  
Scott Matluck