



## **NEW TRAVEL PROCEDURES**

The Department of Education has negotiated a new travel contract for out-of-city travel through Citibank. Accordingly, effective March 25, 2010 all out-of-city travel arrangements for air, train, and/or lodging must be made through one of the following sub-contracted vendors:

Advantage Travel (888-444-4240)  
or  
Euro-Lloyd Travel (212-629-5470)

### **Please be aware of the following:**

1. All DOE out-of-city travel must be arranged through one of the sub-contracted travel agencies noted above. Call the selected agency and obtain a price quote for your trip and/or conference lodging. Out of city travelers should choose the lower rate (conference or travel agency) for lodging. Be advised that if there is a time delay between obtaining the price quote from the agency and preparing the purchase order (see below), travel prices may change.
2. A Purchase Order (PO) is required. The school/office must encumber a PO using BOF as the vendor (BOS040000).
3. Contract terms and specifications with Citibank prohibit the use P-Cards to secure travel.
4. Bids are not permitted as travel arrangements must be made under the sub-contracted vendors.
5. Complete the **Travel Reimbursement Approval Certification (TRAC)** through FAMIS. (Make a notation of the "PE" confirmation number, as you will need to reference it upon completion of trip, when requesting your reimbursement of actual trip expenses.) Await approval or rejection.

### **Encumber a Purchase Order**

- The Purchase Order must indicate the following:
  - Names of all travelers
  - Dates of Trip
  - Location/Destination
  - Purpose of Travel
- The PO number must be referenced on all documentation.
- Get approval from your approving authority.
- Once the PO has been encumbered, contact the travel agent to notify them of the PO Number, as well as any changes that may have occurred from the original quote.

### **Fax to BOF Travel Unit (718-935-2697)**

You must fax the BOF Travel Unit the following required information. Include the PO number on each document faxed.

- a. Copy of the Purchase Order;
- b. TRAC Approval for all DOE traveling employees;
- c. Itinerary for each traveler;
- d. Conference brochure, meeting information, etc.; and
- e. If a hotel stay is involved, itemized hotel bills, signed by the traveler, **must** be sent to the travel unit upon completion of the trip.

### **BOF Travel Unit Contacts Respective Travel Agency**

Upon BOF Travel Unit's receipt of all the required information, BOF will contact the appropriate travel agency and authorize the travel. **Please note that until the travel agency receives BOF's approval, the trip is not considered authorized.**

### **Notification by Travel Agency**

Upon obtaining authorization, the travel agency will process your reservation and will notify you by email concerning your travel information.

Please note that all regulations detailed in the Standard Operating Procedures chapter on "[Travel and Conferences](#)" must be followed. Non-compliance will result in the non-approval of the travel itinerary

Please contact your ISC/CFN or the Bureau of Finance (BOF) Travel Unit with any questions.

**Division of Financial Operations**  
**Payables Administration**  
**Bureau of Finance Travel Unit**  
Fax: 718-935-2697  
Tel #: 718-935-2930