

**DATE:** February 26, 2009

**TO:** Executive Committee Members, Assistant Vice Presidents,  
Chairs, Directors and Department Heads, Assistants to the  
Deans and Vice Presidents, and Departmental Administrators  
and Office Managers

**FROM:** Harry S. Lynch, Jr.  
Executive Vice President for Business Affairs and  
Chief Financial Officer

## **Business Affairs Bulletin No. 05 - FY 2009**

### **SUBJECT: CONTRACTED TRAVEL AGENCY SERVICES**

The University has entered into contracts for travel agency services with two vendors:

- **Corporate Travel Planners, Incorporated**  
1919 N.W. Loop 410, Suite 200  
San Antonio, Texas 78213  
(210) 366-1142  
(866) 366-1142 Toll Free
- **The Alamo Travel Group, LP**  
9000 Wurzbach Road  
San Antonio, Texas 78240  
(210) 593-5584  
(866) 963-6056 Toll Free  
After hours emergency service (800)  
611-3461

**University departments may utilize either of the above contracted travel agencies. Effective March 2, 2009, the PeopleSoft travel requisition will allow for the selection of sending the requisition to either Corporate Travel Planners Inc. or The Alamo Travel Group.**

Both travel agencies are authorized to use the University central bill accounts and will require a PeopleSoft travel requisition on file to charge employee business travel to the University Paid Travel (UPT) central bill account.

The use of the University Business Travel Account (BTA) central bill account per Handbook of Operating Procedures Policy 6.2.13 is also available through both contracted travel agencies for non-employee business travel.

Corporate Travel Planners, Inc. shall charge a service fee of \$22.00 for each full service domestic airline or rail ticket issued and \$30.00 for each international issued airline or rail ticket. The service fee for utilizing the GetThere Booking Tool located on the HSC portal is \$10.00.

The Alamo Travel Group, LP shall charge a service fee of \$12.00 for each full service domestic airline or rail ticket issued and \$20.00 for each international issued airline or rail ticket. Currently, there is no on-line booking tool available with the Alamo Travel Group. A "browse only" tool will be available in the HSC portal to show all available flights.

Additional information on other available services and applicable fees for both contracts is available on the Travel Services website at <http://www.uthscsa.edu/business/travel/>.

If you need additional information regarding the travel agency contracts, contact the Travel Services Office at 562-6201 or email [TravelAdmin@uthscsa.edu](mailto:TravelAdmin@uthscsa.edu).

***PLEASE DISTRIBUTE THIS INFORMATION TO THE APPROPRIATE INDIVIDUALS IN YOUR DEPARTMENT including all employees who travel for business purposes on behalf of the institution.***