

## Airline Travel Service

<b>CSP # 26-012 Travel Services</b>  <b>Expiration: August 2010</b>  <b>Commodity: 275</b>	<b>VENDOR</b>  <div style="background-color: yellow; padding: 5px; margin: 5px 0;"><b>National Travel Systems</b></div> Vendor Number: 26001705  Address 6502 Slide Road, Ste 402 Lubbock, TX, 79424  Phone (877) 717-7768
<b><u>TRANSACTIONS</u></b>	
Airline Transaction fee:	<b>\$14.75</b>
Maximum length of time a phone reservation can be held before receipt of a signed purchase order:	<b>24 hours</b>
<b><u>ELECTIVE SERVICES QUESTIONNAIRE</u></b>	
Provide emergency travel assistance via a toll free privately owned "800" telephone number. Preferably, this service will be available seven (7) days a week on a twenty-four hour basis.	<b>Yes</b>
Provide twenty-four hour lost baggage assistance	<b>Yes</b>
Arrange charter flights as needed	<b>Yes</b>
<b><u>NOTES</u></b>	
<b>National Travel Systems:</b> Exception: If flight is selected through Southwest Airlines and a paper ticket is required immediately, an overnight mailing charge will apply. Vendor will directly bill CISD's overnight mailing using CISD's UPS account number. At present time, the special-discounted UPS overnight rate is \$9.74 (prices fluctuate according to the CPI).	

Note: For hotel or car rental services at the requested destination, employees must book hotels and car rental agencies with their own credit line unless prior arrangements have been made with Shelly Cartwright in Accounts Payable at 936-709-7797.

