

**CSP # 26-012 - Travel Services  
Tabulation**

TRANSACTION	VENDOR	
	PRIMARY	SECONDARY
	National Travel Systems	Friendly Travel
Cost of your transaction fee for airline:	\$14.75	\$30.00
Explain the maximum length of time a phone reservation can be held before receipt of a signed purchase order:	<b>24 hours</b>	<b>Same day as reservation</b>
Purchase Order Accepted:	<b>Yes</b>	<b>Yes</b>
Payment Terms:	<b>Net 30</b>	<b>Net 30</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>	<b>No</b>
Provide twenty-four hour lost baggage assistance	<b>Yes</b>	<b>No</b>
Arrange charter flights as needed	<b>Yes</b>	<b>No</b>
Establish personal profile files for storing necessary traveler information and preferences	<b>Yes</b>	<b>Yes</b>
<b>NOTES</b>		
<p>National Travel Systems: 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).</p>		
<p>Friendly Travel: Exception: Southwest Airlines requires prompt payment for group travel; therefore, vendor requires payment the same day as reservation.</p>		