



BOARD OF SCHOOL TRUSTEES  
KELLER INDEPENDENT SCHOOL DISTRICT

**2G. Action**

**Date: April 25, 2005**

**SUBJECT: APPROVAL OF STATE TRAVEL MANAGEMENT PROGRAM**

**BOARD GOAL: Budget and Finance**

**FISCAL NOTE: Budgeted in General Fund**

**Background Information:**

- The Preview for the following State Travel Management Program was presented to the Board of Trustees on April 11, 2005.
- Keller ISD wishes to take advantage of the Travel Management Program offered by the State of Texas since the district is a member of the Texas Building and Procurement Commission (TBPC).

**Administrative Considerations:**

- This program offers tremendous benefits as well as substantial cost savings to the district.
- The only awarded travel agency contract vendor, National Travel Systems, provides travel agency services at very low rates. Airline ticketing for a full-service transaction (which includes air, car, hotel, and travel agency) is currently \$12.75 per ticket which is almost a 45% discount from our past bid ticketing rate. National Travel Systems only charges \$12.75 per ticket for any or all of these services if booked at the same time. NTS provides a 24-hour emergency response number if any problems are encountered during work hours or after hours.

In order to be accepted into this program, the following resolution and contract with Bank One must be approved and signed. Legal counsel has reviewed and approved both documents.

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**The administration recommends that the Board of School Trustees approve the State Travel Management Program as presented.**

Respectfully submitted,

Denise Sullivan  
Director of Purchasing