



BOARD OF SCHOOL TRUSTEES

KELLER INDEPENDENT SCHOOL DISTRICT

5G. Preview

Date: April 11, 2005

SUBJECT: STATE TRAVEL MANAGEMENT PROGRAM

BOARD GOAL: Budget and Finance

FISCAL NOTE: Budgeted in General Fund

**ANTICIPATED
DATE FOR ACTION: April 25, 2005**

Background Information:

Keller ISD has the opportunity 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). Listed below are some facts about this program and how it began:

- The State Travel Management Program through the State of Texas was created by the 70th Texas Legislature in 1987 (Texas Government Code, Title 10, Section 2171) to provide centralized management and coordination of state travel. This state travel program through TBPC is designed to help state agencies, including school districts, make more efficient use of taxpayer dollars by assisting them in managing state travel expenditures and by providing discounted travel services through vendor contracts and monitoring state travel activity.
- House Bills 898 and 1061 were passed during the 78th Legislative Regular Session and became effective September 1, 2003, to allow an employee of a school district who is engaged in official school business to participate through the State Cooperative Purchasing Program within TBPC.
- The basic elements of the program include air, car, hotel, and travel agency services.
- The air program involves state contracted rates with various airlines to serve certain routes. These fares that the airlines offer are very competitive with standard fares, but their value is greatly enhanced because of the no restriction policy for these airfares. Basically, there are no ticketing time limits, no penalties for changes, and no penalties for cancellations or refunds. This flexibility protects the district from losing money on change fees and unusable advance purchase restricted fare tickets.
- The rental car program consists of Enterprise, Advantage, and Avis, all of whom offer very good rates as well as including insurance coverage at no additional cost to the district.

- The hotel program includes hundreds of hotels that generally have rooms available to the district employee at very competitive rates.
- Airfare tickets may only be purchased with a State of Texas Corporate Travel Card and is only available from the State's contract corporate travel card vendor, Bank One. No other form of payment is accepted for state contract airfare purchases.
- In order to be accepted into this program, the following resolution and contract with Bank One will be submitted for approval by the Board of Trustees on April 25, 2005. Legal counsel has reviewed and approved both documents.

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.

+++++

Respectfully submitted,

Denise Kern
Director of Purchasing