

OLYMPIC COLLEGE TRAVEL PROCEDURES PURCHASING AIRLINE TICKETS

Per OFM 10.20.20, 10.50.40 through 10.50.50, airline tickets can be purchased using either the State Contract or Online Websites provided the purchase is the most economical for the State. In addition, the airline ticket must be purchased using the departmental procurement card (p-card).

There are two sources for purchasing airline tickets:

- Using State Contract
- Purchasing online

NOTE: If you wish to purchase travel insurance you must use personal funds.

STATE CONTRACT PROCESS:

Corporate Travel Management @ 360-479-2300 (previously known as US Travel or Doug Fox Travel)
Alaska Airlines @ <http://www.alaskaair.com/>
Southwest Airlines @ <https://www.southwest.com/>

The following steps must be followed:

1. Complete Travel Authorization, providing account code and supervisor signature. Forward the Travel Authorization to Accounting Services to obtain a Travel Authorization Approval Number (TAAN). PLEASE NOTE YOU MUST HAVE THE TAAN BEFORE YOU CAN PURCHASE AN AIRLINE TICKET. Once a TAAN has been assigned, it will be saved on a shared spreadsheet that you can access. Please go to the below link to find your specific TA number. This number needs to be referenced all travel documents related to this trip.
<http://www.olympic.edu/staff-faculty/administrative-services/accounting-services>
2. Contact the state contract vendor of choice to book flight.
3. Accounting Services must be made aware of any and all changes.

PURCHASING ONLINE PROCESS:

The State has approved use of online travel websites due to competitive pricing. WARNING: These tickets are generally non-refundable and may include cancellation or other fees.

The following steps must be followed:

1. Complete Travel Authorization, providing account code and supervisor signature. Forward the Travel Authorization to Accounting Services to obtain a Travel Authorization Approval Number (TAAN). PLEASE NOTE YOU MUST HAVE THE TAAN BEFORE YOU CAN PURCHASE AN AIRLINE TICKET.

April 1, 2015

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PURCHASING ONLINE PROCESS (cont...)

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<http://www.olympic.edu/staff-faculty/administrative-services/accounting-services>

2. Forward final transaction details to Accounting Services the day the transaction is made for State reporting purposes. Financial transaction details include website, flight information, and amount paid.
3. Accounting Services must be made aware of any and all changes.