

TRAVEL AGENCIES

BON VOYAGE

Vendor Number: 20002499
Phone: 592-1454
Fax: 594-0650
Contact: JIM

HOUSE OF TRAVEL

Vendor Number: 24524
Phone: 833-8003
Fax: 581-8172
Contact: BARBARA

RIO GRANDE BUCK ROGERS

Vendor Number: 20006271
Phone: 915-581-1191
Fax: 915-581-8172
Contact: ANDI

VIP TRAVEL SERVICES

Vendor Number: 20006369
Phone: 915-532-3233
Fax: 915-532-0741
Contact: Maria Elena

PLEASE USE THE ABOVE MENTIONED TRAVEL AGENCIES, THEY WILL INVOICE THE DISTRICT. IT IS YOUR CHOICE OF TRAVEL AGENCY AS LONG AS THEY TAKE OUR TR'S AND ARE SET UP AS VENDORS IN OUR SYSTEM. YOU MAY ALSO PAY UPFRONT TO TRAVEL, BUT SISD WILL NOT REIMBURSE UNTIL AFTER THE TRIP TAKES PLACE WITH PROOF OF PAYMENT.

REMINDER: ONLY MAKE YOUR RESERVATIONS AFTER THE TR IS APPROVED WITH FINAL AND FUNDING APPROVAL.

**YOU WILL NEED TO FAX A COPY OF THE APPROVED TR TO THE TRAVEL AGENCY OF YOUR CHOICE IN ORDER TO GET FLIGHT QUOTES PRIORLY MADE.

CAR RENTALS

AVIS **800-331-1212** **Acct: 2LE91P** **www.avis.com**

Enterprise **866-398-5080** **Acct: TXS0711**
Pin = SOC

www.enterprise.com/car_rental/home.do

PLEASE PROVIDE TR NUMBERS AT THE LOCATIONS TO SPEED UP PROCESS. IT WOULD BE HELPFUL TO BRING A COPY OF THE TR TO THE LOCATION OF THE RENTAL AGENCY YOU ARE GOING TO USE. IF THERE IS NOT A CAR RENTAL MENTIONED ABOVE AT THE LOCATION YOU ARE TRAVELING, YOU CAN USE ANY OTHER CAR RENTAL, BUT SISD WILL NOT REIMBURSE UNTIL AFTER THE TRIP WITH PROOF OF PAYMENT AND APPROVAL TO DO SO.