



# 2013 Travel Forum

## 9/24/13

# Who owns Oregon's Travel Program?

- ▶ **DAS Statewide Accounting & Reporting Services (SARS) owns and administers Oregon's State Travel Policy**
  - Primarily centers around travel expenses, travel reimbursements, spend, and guidance on "how to travel".
  - Included in the Oregon Accounting Manual (OAM).
  - Adheres to Federal Travel Guidelines.
  - Refers to "appropriate price agreements" for airline tickets.
- ▶ **DAS Procurement Services establishes and manages the Statewide Travel Contracts**
  - Travel Agency, Airlines, Car Rental, Credit Cards and Hotel.
- ▶ **State Agencies and their Travel Coordinators**

# KEY CONTACTS:

## ▶ Statewide Travel Contracts

- Gail L. Carter, State Procurement Analyst
  - 503-378-5501      [gail.l.carter@state.or.us](mailto:gail.l.carter@state.or.us)

## ▶ Travel Policy

- Shrikant Vajratkar, Travel Policy Coordinator
  - 503-373-0353      [shrikant.vajratkar@state.or.us](mailto:shrikant.vajratkar@state.or.us)

## ▶ Travel Management Services (full service travel agency)

- Azumano Travel Agents & Reservations
  - Toll Free 866-291-0460
  - After Hour Emergency 877-840-0183
- Stephen Matusik, Corporate Account Manager
  - 503-221-6151      [smatusik@azumano.com](mailto:smatusik@azumano.com)

# Travel Contracts

## ▶ Airlines

- Alaska Air and JetBlue for “City Pair Fares”  
(Price Agreements 1457 & 1458)
- United and Southwest Airlines for “Discounted Fares”  
(Price Agreements 1540 & 2624)

## ▶ Vehicle Rentals

- Enterprise Rent a Car / National Rental Car  
(Price Agreement No. 9950)
- Hertz Rent a Car  
(Price Agreement No. 9949)

## ▶ Nationwide WSCA Lodging

- Searchable database of over 11,000 facilities
- GSA per-diem rates honored

[http://www.gsa.gov/portal/content/104877?utm\\_source=OGP&utm\\_medium=print-radio&utm\\_term=perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts)