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Interim Travel Services Procedures

The DOE's travel services contract with Omega Travel has expired. DFO and DCP are exploring other avenues of official travel. Their intent is to have a new contract in place by September 2008. In the interim, effective June 2, 2008, all travel arrangements should be made via the Internet using travel companies such as Expedia, Kayak and Orbitz. Since these companies do not have a contract with DOE, it is most important to adhere to current bidding threshold as detailed in the SOP chapter on "**OTPS Purchases**." (Click here: <http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1115>).

Complete details regarding these alternate travel arrangements may be found in a memorandum (dated June 11, 2008) issued by Vincent A. Giordano, Executive Director, DFO. You may access this memo by clicking the following link:

<http://schools.nyc.gov/NR/rdonlyres/0A997C9F-5B62-4F33-B5F1-15AB721BCEAA/39309/TravelServicesFINAL68083.pdf>

You are requested to contact your ISC first with any questions. Then, you may contact either Richard Carlo or Scott Matluck.