

August 23, 2007

ACTING CHANCELLOR BLUMENTHAL
ACADEMIC SENATE CHAIR CROSBY
DEANS
VICE PROVOSTS
VICE CHANCELLORS
UNIVERSITY LIBRARIAN

Dear Colleagues:

Re: Change in Travel Procedure

I write to inform you of the rescission of the requirement that an airfare price quotation be obtained from the UCLA Travel Center prior to obtaining other price quotes. This change is effective immediately.

This requirement applied to airfare purchased on state ("19900") funds. It was implemented in April 2003 in an effort to better manage airfare travel costs by taking advantage of state-contracted airfare pricing available through the UCLA Travel Center. At that time, state contract fares were significantly lower in cost than most other available fares. Since then, the difference in cost has diminished. As a result, the requirement no longer serves a useful purpose.

It is still recommended that an airfare quotation be obtained from the UCLA Travel Center for the purchase of airfare, particularly for unrestricted or last-minute ticket purchases. For most available destinations, the cost for these types of tickets is still likely to be significantly lower than other options.

Please distribute this message to those in your division who are engaged in making air travel arrangements. Questions may be directed to Manager Jane Kling (jkling@ucsc.edu or 9-4368). Thank you for your attention to this matter.

Sincerely,



David S. Kliger
Campus Provost and
Executive Vice Chancellor

cc: Policy Coordination Office
Manager Kling
Assistant Campus Provost Moreno
Assistant Chancellor/Chief of Staff Sahni