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The **"BH number"** is an assigned travel number you will need to obtain prior to making your airline reservations with **Boersma Travel Agency** (the staff at Boersma will ask you for the BH number when you call to make a reservation). Boersma Travel is our assigned travel agency from the state.  When making the airline reservations through [**Boersma Travel**](http://www.boersmatravel.com/) or other travel you need to get a **“BH” airline travel number.** It is a numbering system that the Fiscal Office uses to keep track of airline flights. **We have given staff access to the BH Travel Log** so that you can get your own BH number when you need one instead of calling Christy Villegas or Alice Duran (so you don’t have to wait on us or if we are out).  Please go to the **Q drive/Travel Log-BH Numbers** to get your number, fill in the requested info and **SAVE** the file.  You can still give us a call or send an email to get a number if you are not able to access the file. *The 1st tab in worksheet is the BH Numbering system that you will fill in your travel information. The 2nd tab is information on Boersma Travel. The 3rd tab has other notes of interest – allowed/not allowed CCCS credit card purchases.*

*To Employee:*  after making your reservation with Boersma Travel you should receive an itinerary.  You are required to give Sandy Wallace, Fiscal Office, a copy of the approved flight itinerary as soon as you get a copy from the travel agency.  The **itinerary should be signed off by the approving cost center manager** (if the traveler is not the manager) and a copy of the approved ARF should be attached. If the traveler is the manager then it should be signed off by another approver.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AWARDED** | [**Travel Agency Services**](http://www.boersmatravel.com/) **-**  |  |  |  |  |  |  |
|  | **Boersma Travel Services**  |  |  |  |  |  |
|  | **Customer Service Contact Information** |  |  |  |  |  |
|  | Contact:  | **Reservations-Norma or Geri** |  |
|  | Address:  | 7879 Jackson Rd, Ste A, Ann Arbor, MI 48103 |  |  |  |  |
| Toll Free State Agencies:  | **888-281-6558** | **\*After Hours Emergency** **Call 1-800-445-3286\*** |
| Toll Free Higher Ed: | **888-435-7188** |  |

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The [**Statewide Travel Management Program**](http://www.colorado.gov/dpa/dcs/travel) offers tools and services intended to provide travelers with the lowest applicable airfare. The Program offers these recommendations when internet airfare purchases are being considered. These guidelines will assist you with acquiring the lowest applicable airfare, maximizing efficiency, as well as allowing the program to collect necessary travel data. With access to both the internet and their own inventory, travel agencies may have more attractive fares, routing, available seats or times of departure. Your agency or institution may modify these guidelines in order to meet your mission needs, so we suggest you check with your travel office or travel arranger for details.

* ***Obtain Internet Fare Quote***: Search your internet provider selected by your agency for the fare that best meets your needs and travel schedule and then obtain a fare quote that includes the dates of travel, flight times, carrier, flight numbers and any ticketing costs;
* ***Call Selected Travel Agency***: Provide these details of the internet fare quotation to the travel agency selected by your agency or institution to determine if they can match or better the internet offering on availability, routing, fare, or tickets on airlines with fewer restrictions. They are to also identify the service fee associated with their service. The travel agency will have a broader inventory of flights, ticket types, seats and other travel services.

[**Airlines**](http://www.colorado.gov/dfp/airlines)

[**Auto & Truck Rental**](http://www.colorado.gov/dfp/auto_rental)

[**Lodging**](http://www.colorado.gov/dfp/lodging)