



ADMINISTRATIVE MEMORANDUM COUNTY OF SAN MATEO

SUBJECT: Travel Arrangements

RESPONSIBLE DEPARTMENT: General Services

NUMBER: D-11

APPROVED: David H. Nichols
County Manager

DATE: August 10, 1984

Each fiscal year the Chair of the Board of Supervisors designates the official travel agent that will make travel arrangements for county travel. Departments process travel authorizations directly to the travel agent. Payment is made on a direct claim (blue claim).

Travel arrangements should be made by departments as early as possible. This becomes particularly important in view of the fact that some airlines offer substantial discounts if reservations are made a month or more in advance. All department heads should take full advantage in order to reduce county expenditures.

The Purchasing Agent will inform departments each year of the designated travel agents.