# *STATE OF MISSISSIPPI*

**CONTRACT NUMBER**
**8200018494**

**SMART CONTRACT NUMBER**
**1130-15-C-SWCT-00721**

## PRO TRAVEL OF HATTIESBURG, INC.

## TRAVEL AGENCY SERVICES

**DEPARTMENT OF FINANCE AND ADMINISTRATION**
**OFFICE OF PURCHASING AND TRAVEL**
**701 WOOLFOLK BUILDING, SUITE A**
**501 NORTH WEST STREET**
**JACKSON, MISSISSIPPI 39201**

MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING AND TRAVEL
JACKSON

STATE CONTRACT NO. 8200018494

SMART CONTRACT NO. 1130-15-SWCT-00721

CONTRACTOR: Pro Travel of Hattiesburg, Inc. DATE: June 30, 2015

ITEMS: Travel Agency Services EFFECTIVE: July 1, 2015 through June 30, 2016

1. AUTHORITY

1.1 This certifies that a contract has been executed between the Office of Purchasing and Travel, an Office of the Department of Finance and Administration for the State of Mississippi and the herein designated contractors pursuant to Section 31-7-7, Mississippi Code of 1972, Annotated, for the services specified herein.

2. APPLICATION

2.1 All arrangements made by state agencies for services included under the provisions of this contract shall be made from the contractors receiving the award unless the agency determines that utilization of this contract is not in the best interest of the agency and obtains approval to use another source.

Universities may choose to not use these contracts if they enter into a separate travel agency contract and it is approved by the Office of Purchasing and Travel.

3. RESTRICTION

3.1 During the term of this contract no services from the designated contractors shall be made at a rate in excess of that established by the price set out in this contract.

4. OTHER INFORMATION

4.1 Purpose: The purpose of this catalog is to establish a contract with contractors who shall provide travel agency services.

4.2 Attached Information: To assist travelers in utilizing this contract we have attached several documents as follows:

A. Contract Information - Vendors, contact numbers, etc.

Travel Agency Summary - name, address, phone number, basic services, fees

Travel Agency Fee Schedules - detail services and fees

4.3 Use for Air Travel:

A. State agency employees may purchase airline tickets from sources other than the contract travel agents. If the traveler chooses an alternate method, he/she should purchase the tickets using a state travel card, a personal credit card or other reimbursable payment method and submit a copy of the invoice with the reimbursement request.

B. For all flights which are not booked through one of the contract travel agencies, the state agency must maintain in its files a cost comparison showing a minimum of two (2) fares. This cost comparison must show the fare and any issuance cost and must show a savings, and shall be submitted along with the employees Travel Voucher. **Neither of these quotes should be through a travel agency if they will not be used.** This cost comparison must show the fare and any issuance cost and must show a savings, and shall be submitted along with the employees Travel Voucher.

4.4 Use for Hotel/Motel/Car Rental: All other travel arrangements, (hotel/motel, car rental), may be made using the contract travel agencies.

4.5 Payment Terms: Net 45 days. For more information, see attached Agency Information Sheet.

5. CONTRACT ADMINISTRATION

5.1 Questions or problems arising from this contract or subsequent order and delivery procedures should be directed to the Office of Purchasing and Travel, 701 Woolfolk Building, Suite A, 501 North West Street, Jackson, MS 39201; Phone: 601.359.3647, or via email at laurie.pierce@dfa.ms.gov.

6. TRAVEL AGENCY CONTRACT INFORMATION

6.1 The Travel Agency Services Proposal and Fee Schedule are included with this contract.