

ATTACHMENT "A"

SCHOOL DISTRICT OF PHILADELPHIA OFFICIAL TRAVEL AGENCIES

The School District of Philadelphia has contracted with travel agencies (AAA and Au Revoir) to be our official travel agency. In accordance with Policy No. 311, all employee travel arrangements must be made through these agencies.

1. AAA CORPORATE TRAVEL SERVICES - TELEPHONE NUMBER: 1 (800) 354-4514 (Note: Air Fare reservations excluding group travel – see 2. below)

2. AU REVOIR – TELEPHONE NUMBER 1 (215) 848-2220 (Note: Rail and Group Travel of 6 or more reservations) Coach Class Rail

FOR DETAILED INSTRUCTIONS ON MAKING TRAVEL ARRANGEMENTS, See Section “Out of Town Travel” in the Employee Expense Reimbursement Administrative Procedures 311.