



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

RCUOG TRAVEL AGENCY ROTATION SCHEDULE

February 2, 2014

The following travel agents are approved to participate in the RCUOG Travel Agency Rotation Schedule:

AGENCY	TELEPHONE NUMBER	EMAIL	CONTACT
EXPO TRAVEL	647-4250	Lizama-tinalizama@gmail.com	Tina Lizama
IT'S A GETAWAY	645-4871/2	Angie.arizala@teleguam.net miriamfc@teleguam.net	Vangie Arizala Miriam McKenna
PAC TOURS	649-3221; 649-8687/8	amfranquez@pactoursinc.com nancypactours@hotmail.com gelpactours@yahoo.com	Ana Franquez Nancy Ladrido Angeli Co
TRAVEL BAG	472-2653	travelbag@guam.net	Jocelyn Perez
TRAVEL PACIFICANA	472-8884	travpac@teleguam.net	Arlene Finona
WORLD TRAVEL SERVICES	649-5163	sonya@worldtravelguam.com leann@worldtravelguam.com	Sonya Hardee

If you want to work with a travel agent for your travel, select an agency from this list each time you need a quote for travel charged to a RCUOG managed grant. Make sure you rotate through all companies on the list to ensure that each agency gets a fair share of your travel business.

Each unit or office is responsible for tracking their rotation. It is possible that an auditor may request a copy of your rotation list so be sure to have one that is readily available.

Each of these agencies has agreed to respond in 24-hours. If you do not get a response by that time you may move to the next agency on the list. Each of the agencies also accepts RCUOG purchase orders.

Travelers may also purchase their ticket directly from an airline website using their personal credit cards and then submit documents for reimbursement as per the RCUOG Travel Policy.

Remember, RCUOG requires only one quote per trip as long as the price of the ticket is under \$3000.

If the price of the ticket is over \$3000, then the traveler needs three quotes.