**RCUOG TRAVEL AGENCY ROTATION SCHEDULE  
February 2, 2014**

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

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