



COLORADO

COMMUNITY COLLEGE SYSTEM

Airline Travel: Travel Agency and BH Numbers

Travel Agency

Our assigned travel agency from the state is being switched from **Boersma Travel** to **Frosch Travel**.*

Frosch Travel

303-872-1175 or cottravel@frosch.com

(More contact information will be forthcoming from Terry Hindsman.)
Frosch can assist with booking car rentals in addition to airline rentals.

BH Number

The "**BH Number**" is still the acronym in use as the assigned travel number you must have prior to making your airline reservations with **Frosch Travel Agency**.

The Fiscal Office uses the BH Number to keep track of airline flights.

You may get your own BH Number by accessing the spreadsheet on the **Q://** drive in the **Travel Log-BH Number** folder then in the **TRAVEL LOG - BH Number** document, or by contacting Marie Mueller at x1536. Please find the next available number, fill in the requested info, and **SAVE** the file.

There are 3 tabs in the workbook:

- *1st tab – "BH_TravelLog_FY22" (Fill in this one.)*
- *2nd tab – "FroschTravelInfo" (Same information as provided above.)*
- *3rd tab – "Allowed Purchases" (Allowed/Not Allowed CCCS credit card purchases.)*

Required Steps for Employee Booking Flights

- After making your reservation with Frosch, you should receive an itinerary.
- Have the **Approving Cost Center Manager sign off on the itinerary**. If the traveler is the manager then it should be signed off by another approver.
- Route signed itinerary with the previously approved ARF to Fiscal Office, Accounts Payable (Audrey Lucero).

*** You may look for cheaper fares outside of Frosch Travel if you wish.**