Is travel funded by federal contracts ($650k+) or EPA Grants?

- **NO**

  Is travel complex?

  - **NO**

  Is travel international?

  - **NO**

    Does the traveler specify flying Southwest?

    - **NO**

      Book online using BCD (Balboa)

    - **YES**

      Purchasing with a UCSD Travel Card or personal form of payment?

      - **YES**

        Book using SWABIZ (Air and car only)

      - **NO**

        Book online using BCD (Balboa)

  - **YES**

    Do you want to research deep discounted, unsold seats?

    - **YES**

      Review Premier Gateway

    - **NO**

      Book online using BCD (Balboa)