HUMBOLDT STATE UNIVERSITY

"Introducing"



Government Business Travel

✓ State Negotiated Airfares are now available to all State Agencies via CalTravelStore

Capacity Controlled (VCAL) Fares

- Fully Refundable
- Generally Less Expensive than normal fares
- Limited Number of Seats, so plan early

(YCAL) "Last Seat Availability" Fares

- Fully Refundable
- Generally Less Expensive than normal fares
- Last Seat Availability Meaning a "State Rate" should be available, but more than the VCAL

Government Business Travel

- ✓ Benefits of State Airfares (VCAL & YCAL)
 - A person can cancel their flight <u>prior</u> to departure time and not incur a change fee
 - When cancelled, the flight credit is applied to the original form of payment (HSU's account)
 - Can change a flight without being charged a change fee

*Note: Even if flight is cancelled, the travel agency service fee is non-refundable

Government Business Travel

- ✓ If YCAL or VCAL fare is not available, you have the option to book a non-refundable or refundable fare.
- ✓ Refundable fares:
 - Significantly more expensive
 - Offers flexibility in case the travel is cancelled or needs to be changed
 - If cancelled, the ticket cost is returned to the original form of payment

✓ Non-Refundable fares:

- Significantly less expensive
- If changed, most airlines charge a \$200 change fee (except for Southwest Airlines)
- Might be possible to get the credit back to be applied to another traveler, less change fee

Government Business Travel

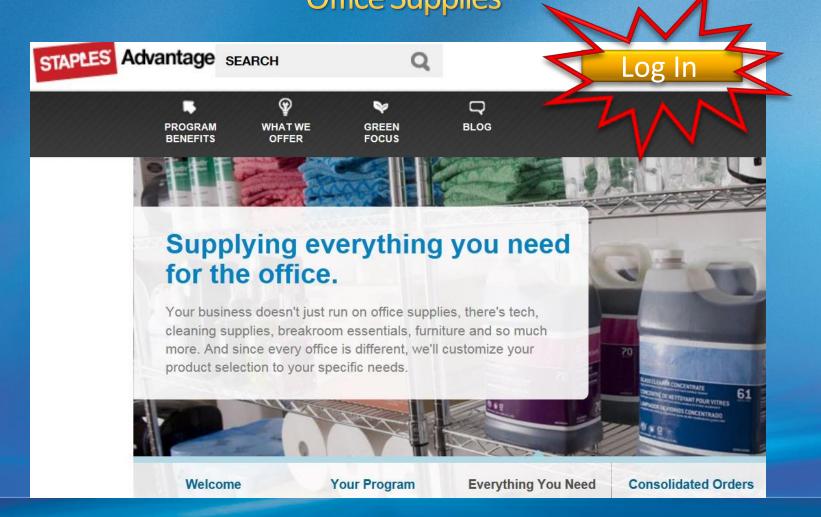
- ✓ At times some YCAL fares may be higher than the published airfare rates.
- ✓ If travel date/time is certain and there is very little chance of trip being cancelled, we recommend booking a non-refundable fare.

Government Business Travel

✓ CalTravelStore is available TODAY...

Call (916)376-3989, select option 42. You will be asked to provide the following information:

- Name of traveler (as it appears on the ID you plan on presenting to the airline, i.e. Driver's License)
- Date of birth
- HSU Travel Authorization Number
- ✓ Online booking tool Concur will soon be available



- ✓ OfficeMax CSU System-Wide Contract Expires on October 6, 2015
- ✓ New CSU System-Wide Contract with Staples Advantage Office Supplies
- ✓ New Website: <u>staplesadvantage.com</u>
- ✓ New Website: Available October 5th, 2015

- ✓ Bookmark site: <u>staplesadvantage.com</u>
- ✓ Enter Customer ID: 1826749LA
- ✓ Enter User Enter User ID: msb39@Humboldt.edu

Password: <u>humboldt</u>

- ✓ Create a new Password: Edit My Profile
- ✓ Passwords are set to Expire every 90 days

✓ Upcoming Demos and Trainings:

Library (Rm 114) 1st Floor:

- > September 11 (Friday) 10am 11am
- September 16 (Wednesday) 2pm 3pm
- September 24 (Thursday) 3pm 4pm
- October 2nd (Friday) 11am 12noon