

# HUMBOLDT STATE UNIVERSITY

## “Introducing”



**TRAVELSTORE**

WE'VE BEEN WHERE YOU WANT TO GO

### CALTRAVELSTORE

GOVERNMENT BUSINESS TRAVEL

[Home](#)

[CalTravelStore](#)

[DGS](#)

[Helpful Links](#)

[Training](#)

[FAQs](#)

Call Us

**877.454.8785**

**916.376.3989**

**8:00am - 5:00pm, Mon-Fri.**



## CalTravelStore

### 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



## CalTravelStore

Government Business Travel

- ✓ Benefits of State Airfares (VCAL & YCAL)
  - A person can cancel their flight prior 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*

## CalTravelStore

### 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

## CalTravelStore

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.



## CalTravelStore

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

# Humboldt State University

## Staples Advantage

### Office Supplies



The screenshot shows the Staples Advantage website. At the top left is the Staples Advantage logo. To its right is a search bar with the word "SEARCH" and a magnifying glass icon. On the right side of the header, a yellow "Log In" button is highlighted with a red starburst graphic. Below the header is a dark navigation bar with four icons and labels: "PROGRAM BENEFITS", "WHAT WE OFFER", "GREEN FOCUS", and "BLOG". The main content area features a background image of office supplies on shelves. A white text box in the center contains the headline "Supplying everything you need for the office." followed by a paragraph: "Your business doesn't just run on office supplies, there's tech, cleaning supplies, breakroom essentials, furniture and so much more. And since every office is different, we'll customize your product selection to your specific needs." At the bottom is a light blue navigation bar with four links: "Welcome", "Your Program", "Everything You Need", and "Consolidated Orders".

**STAPLES Advantage** SEARCH

PROGRAM BENEFITS WHAT WE OFFER GREEN FOCUS BLOG

**Supplying everything you need for the office.**

Your business doesn't just run on office supplies, there's tech, cleaning supplies, breakroom essentials, furniture and so much more. And since every office is different, we'll customize your product selection to your specific needs.

Welcome Your Program Everything You Need Consolidated Orders



# Humboldt State University

## Staples Advantage

### Office Supplies

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



# Humboldt State University

## Staples Advantage

### Office Supplies

- ✓ Bookmark site: [staplesadvantage.com](https://staplesadvantage.com)
- ✓ Enter Customer ID: [1826749LA](#)
- ✓ Enter User Enter User ID: [msb39@Humboldt.edu](#)
- ✓ Password: [humboldt](#)
- ✓ Create a new Password: [Edit My Profile](#)
- ✓ Passwords are set to Expire every 90 days

# Humboldt State University

## Staples Advantage

### Office Supplies

✓ Upcoming Demos and Trainings:

Library (Rm 114) 1<sup>st</sup> Floor:

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