



Business Matters @ Sac State

Topic: 2007/08 Travel Updates

DATE: August 10, 2007

TO: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

FROM: Susan L. Johnson, Director of Accounts Payable & Travel

We have some important changes with travel that we would like to bring to your attention.

Travel Updates for 2007/08 - Airline Rates

The new contracted YCAL (fully refundable) and VCAL (capacity controlled) airline fares have been posted on the Department of General Services (DGS) website for fiscal year 07/08. The new city pair rates can be found at <http://www.csus.edu/acpy/aptransp.htm#Airline>

- Intra-California City Pairs – American, JetBlue, and United
- Out of State City Pairs – American, JetBlue, United, and US Air
- International City Pairs – American and United

Southwest Discontinues Discounts

Southwest Airlines/SWABIZ has not renewed its contract with the state for discounted fares. Participants may still use SWABIZ, but the fares will not be at a contracted state discount rate. SWABIZ may still have the lowest rates available, **but please be mindful of the restrictions for the type of ticket you are purchasing.** Normally, credits issued by Southwest for trips that are cancelled can be used for up to one year. Please carefully read and adhere to the rules of non-refundable tickets.

Contact Information: If you have any questions or need any assistance, please contact the Accounts Payable Office at x86476, or email us at sactravel@csus.edu; or myself at sjohns@csus.edu, or x87444.

Please watch for announcements on travel training in the near future.

Financial Services

One of the Administration and Business Services Families

Associate Vice President's Office · Budget Planning & Administration ·

University Controller · Accounting Services · Cash Management & Investments · Financial Reporting · University Accounts Payable · University Bursar · Cashier's Office · Financial Aid Disbursements · Student Loans & Collections · Student Financial Services Center · University Accounts Receivable