

TRAVEL NEWSLETTER

SAN DIEGO STATE UNIVERSITY
SUMMER 2008

Happy New Fiscal Year 08/09!

Fiscal Year 07/08 has come to a peaceful close. Accruals have been completed, and all is well in the travel world. We are excited about new changes and the year ahead. Read on!

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****DISBURSEMENT PROCESS****

Reminder, effective May '08, *all* travel checks are now mailed directly to a traveler's home address. This includes advances as well as reimbursement checks. It's important that all travelers keep their employee HR record up to date, and submit advance requests in a timely manner. AP is receiving a considerable number of checks returned, by the US Postal Service, due to incorrect home addresses.

****NEW MOVING VENDOR CONTRACTS****

New effective June '08, we are glad to announce the addition of two new moving companies. Both moving vendors provide many services: guaranteed pick up/delivery dates, and comparable 65% discounted rates (includes up to \$100,000.00 replacement value insurance) as follows:

Wheaton Van Lines

www.wheatonworldwide.com

Contact David L Belford at 800-248-7960

Email: dave_belford_0222@wvlcorp.com

Mayflower

www.oneilrelocation.com

Contact Kathy Tower at 800-776-6345

Email: ktower@oneilrelocation.com

****REMINDER TO RENEW****

New fiscal and academic year is here, travel coordinators are reminded that now is the time to plan ahead and prepare **08/09 Blanket T2's** for your San Diego County travelers. Confirm all STD Form 261 "Authorization to Use Privately Owned Vehicles on State Business" forms are current, and retain in the department for reference. All university employees requesting mileage reimbursement must have a current defensive driving certificate on file in the department as well. See Quick Links for DD info.

****MILEAGE RATE CHANGE****

New effective July 1, 2008, the CSU announced a rate increase for the standard mileage reimbursement. The new standard rate is .585 cents per mile. For relocations, the rate is now .27 per mile. The rate is effective for travel occurring after 7/1/08.

HOT TOPIC:

In these days of budget crunches, we have a great way to *save!* **STA Travel Agency** located in Aztec Center can book your airfare in addition to other sources. STA can book those low cost Y-Cal rate tickets! It's as easy as 1-2-3-4-5.

1. Get your T2 ready
2. Call STA to book flight 342-0344
3. Fax T2 to x44917 (SDSU AP Attn. Beth Dombrose) Fwd original to MC 1611
4. AP Authorizes billing to STA
5. Receive confirmation from STA and **GO!**

We are excited to see a savings to the University of as much as 50% for some qualifying flights. Y-Cal rates offer significant savings when available, and SDSU AP encourages all travelers to use Y-Cal as often as possible.

Check them out at: <http://STA TRAVEL SDSU>

Tel: 619-342-0344 Email: sds@statravel.com

****HOW TO UPDATE YOUR HR RECORD****

New Employees maintain their own mailing address in HR Peoplesoft. If an employee traveler's home address needs to be updated, they simply log in to Peoplesoft at the following:

<https://cmsweb.sdsu.edu/psp/HSDPRD/?cmd=login>

For first time access to PeopleSoft, contact Piper Judd x48936 in HR. For password/login help call BIS at ext. 40899). See Quick Links.

Quick Links

Travel Manual

<http://bfa.sdsu.edu/ap/travelmanual/travelmanual.htm>

Defensive Driving Info

<http://www.dps.sdsu.edu/defendrive.htm>

HR Peoplesoft

<https://cmsweb.sdsu.edu/psp/HSDPRD/?cmd=login>

Y-Cal Rates

<http://www.travel.dgs.ca.gov/Airlines/default.htm>

Moving Vendors

[Moving vendors.doc](#)