UC Connexxus Small Business Travel Program
Presenters

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  Travel Coordinator
  Accounting Services & Controls
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Topics

- When to utilize the Connexxus Small Business Travel Program
- Overview of the Connexxus Small Business Travel process including the selected agencies
- Where to go for Small Business Travel Spend Reports
- Federal Reporting
When to utilize the Small Business Travel Program

To comply with the federal requirements (FAR) that govern us to purchase from small businesses:

- Federal contracts and subawards totaling $650,000 or more where a Small Business SubContracting Plan is required (FAR52.219-7) and travel has been identified as potential spend.

- EPA Grants/Cooperative Agreements required to seek and encouraged to utilize small, minority, and women-owned businesses for their procurement needs under the financial assistance agreement. (40 CFR 30.44(b)).
Access the Small Business Travel Program through Connexxus

Welcome to Connexxus your UC travel connection

Booking Options

<table>
<thead>
<tr>
<th>BCD Travel for Connexxus</th>
<th>UC Travel Center for Connexxus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Online</td>
<td>Book Online</td>
</tr>
<tr>
<td>Contact a BCD Agent</td>
<td>Contact a UCTC Agent</td>
</tr>
</tbody>
</table>

Southwest Air for Connexxus
- [SWABIZ](#) Southwest's Business Program
- For Southwest Assistance

Premier Gateway for Connexxus
- Information about Premier Gateway Consolidator Fares

Small Business Travel for Connexxus
- Contact an Agent
- Information about the Small Business Travel Program

Connexxus Views and News
Small Business Travel Requirements

The agencies selected for this program will provide travel services only to travelers with a Federal Contract or EPA Grant. Please have the contract/grant information available when making your reservation.

Meet the Requirements
Select one of the four travel agencies for contact/booking information
Contact a Small Business Travel Agent

Connexxus
Booking Options

Small Business Travel Program - Contact an Agent

- Berkeley's Northside Travel (Small Business) [+ -]
  - Reservations/Contact Information [+ -]
    - Office Hours:
      - Monday-Thursday 9:00 am to 8:00 pm
      - Friday 9:00 am to 5:30 pm
      - Saturday 1:00 pm to 5:00 pm
    - Phone: 510-843-1853
    - E-mail Address: connexxus@berkeley4travel.com
- Fee Schedule [+ -]

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Air/Rail</td>
<td>$35.00</td>
</tr>
<tr>
<td>International Air/Rail</td>
<td>$45.00</td>
</tr>
<tr>
<td>International Air/Rail (3 or more stops)</td>
<td>$65.00</td>
</tr>
<tr>
<td>Hotel/Car only</td>
<td>$25.00</td>
</tr>
<tr>
<td>Changes/Reissue/Exchange</td>
<td>$60.00 plus airline fees</td>
</tr>
<tr>
<td>Paper ticket when e-ticket is available</td>
<td>$50.00 plus airline fees</td>
</tr>
<tr>
<td>European Rail Passes</td>
<td>$20.00</td>
</tr>
</tbody>
</table>
Contact a Small Business Travel Agent

- **Davisville Travel (Small Business)**
  - **Reservations/Contact Information**
    - Office Hours: Monday-Friday 8:30 am to 5:30 pm
    - Phone: 800-888-0314
    - E-mail Address: connexxus@davisvilletravel.com
    - After Hours and Emergency Assistance (please note a higher transaction fee will apply): 800-350-5172

- **Fee Schedule**

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<tr>
<th>Service</th>
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<tr>
<td>Domestic Air/Rail</td>
<td>$24.00</td>
</tr>
<tr>
<td>International Air/Rail</td>
<td>$24.00</td>
</tr>
<tr>
<td>Hotel/Car only</td>
<td>$10.00</td>
</tr>
<tr>
<td>Changes/Reissue/Exchange</td>
<td>$24.00 plus airline fees</td>
</tr>
<tr>
<td>After Hours Emergency Services</td>
<td>$15.00 plus transaction fees</td>
</tr>
</tbody>
</table>

- **Kahala Travel (Women Owned Small Business)**
  - **Reservations/Contact Information**
    - Office Hours: Monday-Friday 8:00 am to 5:30 pm
    - Phone: 888-488-0073
    - E-mail Address: connexxus@kahalatravel.com
    - After Hours and Emergency Assistance (please note a higher transaction fee will apply): 888-488-0073

- **Fee Schedule**

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<tr>
<td>Paper ticket when e-ticket is available</td>
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</tr>
<tr>
<td>After Hours Emergency Services</td>
<td>$35.00 includes transaction fees</td>
</tr>
<tr>
<td>After Hours Non-Emergency Services</td>
<td>$35.00 plus transaction fees</td>
</tr>
</tbody>
</table>
Contact a Small Business Travel Agent

- Kola Nut Travel (Disadvantaged Small Business & Women Owned Small Business) [+ -]
  - Reservations/Contact Information [+ -]
    - Office Hours:
      - Monday-Friday 10:00 am to 6:00 pm
    - Phone: 800-868-3090
    - E-mail Address: ucopres@sbcglobal.net
  - Fee Schedule [+ -]

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<tr>
<td>Domestic Air/Rail</td>
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<tr>
<td>International Air/Rail</td>
<td>$17.42</td>
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<tr>
<td>Hotel/Car only</td>
<td>$11.80</td>
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<tr>
<td>Changes/Reissue/Exchange</td>
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Information about the Small Business Travel Program

Many of our academic research units at all campuses are the recipients of various federal contracts and EPA grants supporting research projects. These agreements often have the requirements to spend a percentage of the agreement with various types of small business enterprises. The purchase of travel associated with the agreement has often been means to meet this requirement.

The agencies selected through Connexxus will represent small business classifications as defined by the State of California and the Federal Government. Also, these agencies **will not** be allowed to provide general travel services to any UC location as that component of the Connexxus travel program has been subject to a separate sourcing process.

For more information or for questions regarding Federal Contracts or EPA Grants please contact your [campus program coordinator](#).
Certified Small Business Travel Agencies

Connexxus Small Business Travel Program - Federal Contracts/EPA Grants

Many of our academic research units at all campuses are the recipients of various federal contracts and EPA grants supporting research projects. These agreements often have the requirements to spend a percentage of the agreement with various types of small business enterprises. The purchase of travel associated with the agreement has often been means to meet this requirement.

The agencies selected to provide travel booking will represent small business classifications as defined by the State of California and the Federal Government. Also, these agencies will not be allowed to provide general travel services to any UC location as that component of the Connexxus travel program has been subject to a separate sourcing process.

For more information or for questions regarding Federal Contracts or EPA Grants please contact your campus program coordinator (pdf).

- **Berkeley's Northside Travel [+ -]**
  - Berkeley’s Northside Travel started in the travel business 30 years ago. They recognize that travel is a service industry and their staff is the most important asset offered to you. Berkeley's Northside Travel is owned and staffed by Certified Travel Counselors or CTC's, a designation and certification given only to travel agents after undergoing a rigorous training, testing and continuing education.

- **Davisville Travel [+ -]**
  - Davisville Travel, a division of Carlisle Travel Management, is one of the oldest, most established privately owned travel management companies in the United States. In business since 1941, we serve a broad range of companies including our long history of working with many of the UC campuses throughout the state. With three offices, strategically located in the Los Angeles Area, San Francisco Bay Area and Davis, Davisville Travel is here to serve all of the UC campuses with our unsurpassed service and value to our customers. Our agents are true travel professionals with extensive experience and qualifications, which include Certified Travel Consultants and Master Cruise Counselors.

- **Kahala Travel [+ -]**
  - Kahala Travel is a privately held professional travel corporation based in San Diego, with average annual sales of 10 million. Founded in 1987 by their owner, Joyce Dentt, Kahala Travel's day to day operations is run by their President, Janine Joseph. They employ 10 travel consultants and a wonderful group of independent consultants all of whom are experienced travelers.

- **Kola Nut Travel, Inc. [+ -]**
  - Kola Nut Travel, Inc. is a Small Business Administration travel agency that is dedicated to offering excellent customer service to Corporate and Government clients. They are committed to honoring travel guidelines and policies by maintaining a strong quality control program that mandates an in-depth, self-assessment process throughout their organization. Kola Nut Travel has worked with enlisted military, high ranking officers, scholars and dignitaries, Executive Directors and with Indigenous groups in rural international communities.
Payment to Small Business Travel Agencies

Please keep in mind, these agencies will not be given access to campus CTS cards for direct billing purposes.

ONLY personal credit cards or USBank individual Corporate Cards will be accepted as form of payment for purchases thru these particular agencies.
Where to go for small business travel spend reports

The UCOP Central Travel Office will provide small business travel spend reports to assist campus departments with their federal reporting requirements.

- Data is available the third week of the month for the previous reporting month.
- Contact Giesel Velez, Travel Management & Information Analyst to coordinate the production of these reports.

Giesel.Velez@ucop.edu
510.987.9141
The small business travel spend associated with contracts supporting a Small Business SubContracting Plan will be reported by Lisa Klock in the Purchasing Department.

Such reports are filed semi-annually based on FAR 19.704 reporting requirements.
The small business travel spend associated with EPA reporting (MBE/WBE) requirements are the responsibility of the department liaison managing the EPA grant.

The department liaison completes an annual or Semi-annual EPA Form 5700-52A (http://www.epa.gov/osbp/pdfs/5700_52a.pdf) depending on the EPA regulations which apply.
Any Questions?