

SOUTH CAROLINA STATE TERM CONTRACT

<p><b>Travel Management Services</b></p> <p><b>NASPO ValuePoint Contract Master Agreement #7540</b> <b>Lead State - Oregon</b></p> <p><b>Max Contract Period:</b> 3/12/19 – 08/15/22</p> <p>Page last update: 4/29/2019</p>	<p><b>Procurement Manager</b></p> <p>Michael Speakmon 803-737-9816 <a href="mailto:mspeakmon@mmo.sc.gov">mspeakmon@mmo.sc.gov</a></p>
<p><b>NOTE:</b> This contract includes comprehensive travel services, and does not include billing/payment management. Rental vehicles may be reserved as part of this contract only when the rental is initiated outside the borders of South Carolina. All other vehicle rental requirements must be fulfilled using the State's Vehicle Rental Services Contract which can be found at this link: <a href="https://procurement.sc.gov/files/contracts/Vehicle%20Rental%20Contract%20Sheet%202-12-19.pdf">https://procurement.sc.gov/files/contracts/Vehicle%20Rental%20Contract%20Sheet%202-12-19.pdf</a></p> <p><b>Use of this contract is NON-Mandatory</b></p>	
<p>Click on the hyperlinks below to view the listed document:</p> <p><a href="#">NASPO ValuePoint Travel Management Services Contract Page</a></p>	
<p><b>Corporate Travel Management North America, Inc.</b> South Carolina Contract#: 4400020879 <a href="#">Click here</a> for Instructions to register and purchase under this contract on the pages below.</p>	
<p><b>NOTE: On April 29, 2019, we added a fee to permit users to process a Purchase Order for orders above the limits of the P-Card/travel card. Details are under the "Optional Fees and Services" section.</b></p>	

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**Corporate Travel Management America, Inc.**

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**Vendor # 700026188**

**State Contract # 4400020879**

[Click here to see a copy of the CTM Participating Addendum](#)

**Contract Period: The maximum effective period is March 12, 2019 through August 15, 2022.**

The State of South Carolina is pleased to announce its participation in the NASPO/Oregon Master Agreement, Number 7540. This Participating Addendum includes Travel Management Services for State Agencies, Political Subdivisions, Higher and Technical Education Institutions.

Use of this Participating Addendum is **not mandatory**. Since the contract is provided as a convenience, the 10% provision found on statewide term contracts does not apply.

<b>PRICING:</b>
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The following South Carolina pricing has been negotiated with the contractor, and includes all fees associated with use of the contract. Fees are in addition to the cost of the service (airline tickets, rental car, etc.) provided by the vendor.

Service Per Transaction	Vendor Fee
Full Service Agent	\$20.20
Online Booking Fees	
Concur Online	\$5.05
NuTravel Online	\$6.06
Get There Online	\$4.01
Lightning Online	\$4.01
After Hours Fee	No Charge
Hotel Only Booking Via Agent	\$6.06
Hotel Only Booking Via Online	Online Booking Fee*
Car Rental Booking Via Agent	\$6.06
Car Rental Booking Via Online	Online Booking Fee*
Hotel and Car Only Booking Via Agent	\$6.06
Hotel and Car Only Booking Via Online	Online Booking Fee*

***\*The Online Booking Fee is dependent on which service is selected when booking online. Those fees are listed in the table above under "Online Booking Fees."***

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<b>Optional Services and Fees*</b>		
Online Direct Connect	Bookings done online with direct connect to airlines.	\$6.06
VPay Client CC	Payment of hotel billing directly tied to traveler's credit card.	\$6.06
Trondent Pre-Trip	Approval process for offline bookings prior to booking.	\$1.01
SMART Technology		No Charge
SMART Pre-Trip (online only)	Approval process for offline bookings prior to booking.	\$6.06
SMART Bill	Hotel direct billed to Traveler's credit card on file, non-virtual payment.	No Charge
<b>VPay TMC CC</b> <b>Added on 4/29/19.</b>	<b>Fee to pay by Purchase Order for purchases over P-Card limits. The fee is charged PER PO, not per traveler when multiple are traveling on one PO.</b>	<b>\$10.10</b>

***\*Please direct all questions concerning Optional Services and Fees to the Contractor.***

**First Time Users:** Each Using Governmental Unit (UGU) must establish one, or more, accounts with the Contractor, depending on how the agency's travel is defined. Contact the Contractor's representative (information above) to inquire what is necessary to establish your account(s).

When doing so, please have the following information immediately available (if available):

1. An estimated annual travel spend for the UGU.
2. Agency's potential need for International Travel.
3. A copy of the UGU most current travel policy (if it differentiates from the State's standard travel policy).

Having this information will make the account setup process easier.

[Return to Main Page](#)