

Charter a Bus

Reservation and Payment Processing Instructions

This guide focuses on the steps taken to Charter a Bus by both the Entertainer and the Admin Team member responsible for processing payment.

Entertainer: Event/ Trip Coordinator (*Department Staff*)

Payment Processor: Admin Team Staff

ADMS – Rosalie Jaimes

GRDV – Alina Murillo

REGT – Gabriella Piazza

EAOP – Gabriella Piazza

FINC – Alina Murillo

NARA – Alyssa Saavedra

Step 1 _Select a Bus Charter

Entertainer: Responsible for selecting a bus company that is already an approved vendor in Gateway. Here is a current list, as of 2/27/24:

Santa Barbara Airbus	805-964-7759	https://www.sbairbus.com
Rockstar Transportation	805-882-9191	https://www.rockstarsb.com
Fast Deer Charter Inc.	323-201-8988; Kevin Wong or Errol Adams: sales@fastdeer.us	https://www.fastdeerbus.com
Lux Bus America Co.	714-991-9923; Hector Rodriguez: hrodriguez@luxbusamerica.com	https://www.luxbusamerica.com
Corporate Coach Charter	310-216-1171; Monica Austin: monica@ccctours.com	https://www.ccctours.com
Transportation Charter Services	714-637-4300; Terry Fischer: terry@tcsbus.com	https://www.tcsbus.com

Step 2 _ Obtain a Quote

Entertainer: Obtain a final quote from the bus company. The quote must have the date/time of event, number of passengers, pick-up & drop-off location(s), and dollar amount.

Step 3 _ Confirm Reservation & CC the Payment Processor

Entertainer: Upon receiving the quote and confirming the reservation, intentionally respond to or email the bus company contact and tell them that you are CC-ing your department Payment Processor. This is an important step because this person will be in charge of both creating the Purchase Order in our Gateway Procurement System and will be processing final payment.

(Remember to CC the Payment Processor as soon as you receive the quote/finalize your reservation)

Step 4 _ Email Quote & Event Details to the Payment Processor

Entertainer: Email the Payment Processor the quote **AND** provide the appropriate Event Name and FAU/Account String to be used for this event (See FAU Cheat Sheet).

Step 5 _ Purchase Order is Created

Payment Processor: Use the final quote and provided Event Name and FAU details to create the Purchase Order in Gateway Procurement System.

IMPORTANT WHEN FINALIZING RESERVATION

Entertainer: If the bus company needs a “guarantee” of payment or a signature, tell them the only guarantee we can provide is a PO Number generated by our Gateway Procurement System. We do not sign documents on behalf of the University, so ask if a signature is absolutely necessary or will a PO number suffice. The PO is usually enough.

(If they insist on a signature then contact your supervisor for next steps.)

Bus Company Not in Gateway?

Entertainer: If you do not choose a bus company that is in Gateway, then they need to be added to Gateway as a New Supplier. This process can take anywhere from 2 weeks to 2 months, depending on how long it takes the supplier (aka bus company) to respond to Campus Accounting with the required documentation confirming they meet UC standards/requirements, etc. SO, be sure to request that the bus company be added to Gateway well before the event/ bus trip. Plan ahead to ensure compliance and that correct and quick payment take place after the trip.

To add a Supplier to Gateway they will need to provide us with general contact information and a quote:

- 1.) Supplier Name (Bus Company Name)
- 2.) Supplier Contact Name and Email Address
- 3.) Quote for the event/bus trip: The quote must have the date, time, number of passengers, pick-up & drop-off location(s), and dollar amount

Once you have the 3 important items above, please email the Payment Processor this information and provide the appropriate Event Name and FAU/Account String to be used for this event ([See FAU Cheat Sheet](#)).

Payment Processor: Use the shared information to complete the “New Supplier Request Form” in Gateway to add the bus company as a New Supplier in the system. After the form is submitted, it is in the hands of Campus Accounting and the Bus Company. Once everything is completed in Gateway then Accounting will approve the New Supplier (Bus Company). Proceed with using the quote to create a Purchase Order (PO) in Gateway, and provide the PO number to the Bus Company and Entertainer.

Entertainer: Once you are notified by the Payment Processor that the bus company is in Gateway then you can proceed with your event/bus trip tasks.

Last Step _ Payment

Entertainer: Remember, the final Invoice provided from the bus company needs to go to the Payment Processor so that they can pay in a timely manner via the Gateway Procurement System. Be sure that they have been CC'd and mentioned at the quote stage so that everyone is transparent with what the payment process is, this is extremely important. If you see that they have not received the Invoice, forward it to them at your earliest convenience.

ADMIN: Payment Processor ONLY

Payment Processor: Once you have the final Invoice:

- 1.) Create a Cost Receipt in Gateway PO
- 2.) Add the Cost Receipt number and the PO number onto the Invoice
- 3.) Send to Invoices Only
- 4.) Save a copy of the PO, quote, and Invoice to Financial Backup for reconciliation purposes