

Quick Reference Guide

San Diego Community College District		
Reference Item	Key Contact	Phone Number
Travel Requests by Phone:	SDCCD Travel Team 6:00am-6:00pm PST	Toll Free (800) 315-1369 Direct (858) 678-3742
Travel Requests via Email:	sdcommunitycollege@balboa.com	
Team Leader	Melissa Gehring melissag@balboa.com	(858) 678-3306
Account Executive	Janis Woods janisw@balboa.com	(858) 678-3386
24-Hour Travel Emergency	Emergency travel services After normal business hours	Toll Free (800) 359-8773 (858) 678-3779
Online Product Solutions Support	support@balboa.com 5:00am-6:00pm PST	Toll Free: (800) 682-6170 Direct: (858) 678-3765
Balboa Vacations	Vacations@balboa.com	(800) 359-8576

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