

1st Series:

Workshop I – Accidents, Liabilities, Insurance Affecting our State Travelers

Workshop II – Greening the Travel Industry

Workshop III – Voyager Fuel Card

Workshop I: When you drive your personal vehicles, state vehicle or rental car on official state business, what are the requirements should an accident occur. Which forms must be completed and is a police report required? Will I be liable or my department? When is it appropriate to buy additional insurance? All your questions answered in this lively interactive session.

Workshop II: The “Carbon Footprint” and how the travel industry is developing innovative solutions to conserve the environment when traveling on state business. Learn components of traveling green and reducing emissions from the airlines and rental cars. The Green Lodging program will address what the hotel industry is doing to conserve our natural resources. This panel of experts will discuss the States’ new initiatives. American Express will discuss how they are reducing their carbon footprint by providing on-line invoice in lieu of paper.

Workshop III: The Voyager fuel card provides level I, II and III data that can prevent misuse of your departments fuel card. Secure 24/7 access to functionality that will streamline processes, drive savings, maximize control and ensure compliance with the state’s transportation policies. New technology that will include Fleet Commander On-line and new value added services round out this informational workshop.

2nd Series:

Workshop I – Information Security & Privacy

Workshop II – New Directions for Government Meetings

Workshop III – Show Me the Money

Workshop I: Who is responsible? Join the DGS Information Security Office as they create a security-aware culture. Learn best practices when traveling with laptops, Blackberries, PDA’s. Apply information security and privacy best practices required by State and Federal laws to guarantee integrity, confidentiality and availability of their assets.

Workshop II: The California Meeting Management Program was established to assist state agencies, departments, commissions and boards to secure suitable meeting and conference facilities in the most cost effective and efficient manner. The recent Management Memo 08-08 provided a new policy for meetings and conferences. This informative panel discussion will address the newly created partnership with the State of CA and the hotel industry resulting in cost savings and added value for state departments.

Workshop III: Do you know the steps to processing your departments claim schedules. From travel claims to the payment of CALCARD and American Express invoices, learn common errors encountered time after time from the State Controllers Office. The SCO will provide helpful tips and the common items that can cause claim schedule reductions or rejections.