



April 12, 2010

TO: Travel Coordinators, Business Travel Account Program Administrators and Accounting Officers

RE: Statewide Travel Program – Fiscal Year End and Upcoming Travel News

The Statewide Travel Program will be conducting a number of Travel Training Workshops for all State agencies, Courts, Community Colleges and CA State Universities. These training workshops will provide valuable information on the existing and new travel program initiatives.

First and foremost, we thank you for all of the past travel workshop information surveys returned. This has enabled us to work on new synergies to provide travel cost savings for your employees. We will discuss the travel program direction for FY 2010/2011, the benefits that each department will receive, the new travel requirements, the new travel management services provider (formerly travel agency) contract, and we will discuss bringing government travel into the world of on-line technology using a new on-line reservation and booking process. In addition, American Express will provide new information regarding your Business Travel Accounts (BTA).

Please join us and RSVP immediately to one of the scheduled travel meetings referenced below.

April 19th Session – 1:30 pm to 3:30 pm – Ziggurat Building Auditorium, West Sacramento (707 3rd Street, 95605)

April 20th Session – 10:00 am to 12:00 pm – Ziggurat Building Auditorium, West Sacramento (707 3rd Street, 95605)

May 12th Session – 1:00 pm to 3:00 pm – Ronald Reagan Building Auditorium, Los Angeles (300 S. Spring Street, 90013)

Each travel meeting will be a two (2) hour session with allotted time for questions/answers and open discussion. Several sessions have been scheduled to accommodate as many coordinators and their managers as possible. All of the meetings will have the same presentation content. Seating is limited.

Again, please RSVP as soon as possible to andrew.duarte@dgs.ca.gov (by Thursday, April 15). If you are unable to attend this scheduled meeting, but

would like notification of future meetings, note on your response with contact information to andrew.duarte@dgs.ca.gov or visit www.travel.dgs.ca.gov.

Thank you for your participation in the Statewide Travel Program. For additional questions, contact me directly at (916) 376-3992 or email lori.wasson@dgs.ca.gov.

Sincerely,

Lori Wasson, Travel Program Specialist
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