

# Statewide Travel Program Travel Payment System

Optional Users

New Contract & Transition Process

# Agenda

- \* New Travel Payment System Contract
- \* Contract Overview
- \* Account Information
- \* Transition Requirements
- \* Q & A

# New Contract

- \* RFP Process - Contract Award
  - \* Awardee – Citibank, N.A.
    - \* Effective November 1, 2016
  - \* Replace existing provider – American Express
    - \* Expires October 31, 2016
    - \* All Travel Accounts (BTAs, Meeting & Government Cards)

# Contract Overview

- \* MasterCard Product
  - \* Unprecedented Global Acceptance
- \* Annual Prompt Payment Incentive
- \* Reconciliation Improvements
- \* Online Account Management Tool
- \* System Training and Support
- \* Virtual Card Number (VCN) Accounts

# Account Information

- \* Business Travel Accounts (BTAs) – New Name – Corporate Travel Accounts (CTAs)
  - \* Seamless behind-the-scenes replacement of accounts with CalTravelStore and Concur
  - \* Similar Online Tool and Customer Service Access
- \* Corporate Meeting Cards (CMC)
- \* Government Cards – New Name = Individual Liability Cards
  - \* Communications will be distributed to Program Administrators for notifying existing cardholders of the Amex government card expiration
  - \* Communication will include steps for obtaining new Citibank Individual Liability Card
  - \* Travel Card Usage Policy will accompany cardholder notifications

# Transition Requirements

- \* Implementation / Transition
  - \* STP & Citibank work together – seamless transition
- \* Implementation / Transition Documents
  - \* Std. 213 (Participating Agreement)
  - \* Intake / Contact form
  - \* Financial Information

# Transition Requirements

- \* Implementation/Transition Process
  - \* Implementation documents package to Agency from DGS
  - \* Agency submits completed documents package directly to Citibank
    - \* **Provide to Citibank within 7 business days of receipt**
  - \* Citibank sends out welcome email with information about required Anti-Money Laundering (AML) and Know Your Customer (KYC) information.
    - \* **Critical 1<sup>st</sup> step in the approval process along with credit approval**
  - \* Citibank conducts department credit check
  - \* Citibank signs Std. 213
  - \* Citibank sends completed Agency package to DGS
  - \* DGS obtains final Std. 213 signatures – Participating Agreement executed

# Q & A



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