

QUARTERLY TRAVEL COORDINATOR MEETING

Department of General Services
Statewide Travel Program

Monday, October 19, 2015

Agenda

- **Introductions**
- **STP Updates**
 - **MM 14-13**
 - **Certificates for Departments with High Hotel Compliance**
- **Tony Baril, Staybridge Suites Sacramento**
- **STP Updates (continued)**
 - **Hotels**
 - **American Express**
 - **Car Rental**
 - **Travel Agency**
 - **Airline Contracts**
- **Mark Davis, Sacramento County Airport**
- **Featured Presentation: Anthony LaMarca, CalTravelStore**
 - **Concur Travel Administrative Tasks**
 - **Southwest Airline Changes**
- **Q&A**

Introductions



Statewide Travel Program

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

- **Bill Amaral, Business Partnership & Travel Manager**
- **Tasha Wilson, Travel Program Manager**
- **Mustafe Awaleh, Student Assistant**
- **Kelly Bouchard, Travel Specialist**
- **Georgia Kattenhorn, Travel Specialist**
- **Katy LaFata, Travel Specialist**
- **Ceci Perez Dunn, Marketing Specialist**
- **Jennifer Shaw, Travel Specialist**
- **Lori Wasson, Travel Specialist**

Travel & MM 14-03 Updates

- Delegated Authority
- Airport Parking Reminder
- Commercial Car Rental Contract Expires 1/01/16
 - New RFP on the streets, watch for Travel Bulletin
- Closing out our final quarter
 - Finalized implementation for 125 Departments
 - Implementation project completed by 1/01/16
 - Working on contacting all departments for feedback
 - Will work with Departments struggling with compliance
 - SWABIZ Business site, end of life

KEEP UP THE GOOD WORK!

CA African American Museum	100%
CA Conservation Corps	86%
CA Gambling Control Commission	100%
CA High-Speed Rail Authority	81%
CA Horse Racing Board	76%
CA Prison Industry Authority	80%
California Volunteers	89%
Covered California	84%
Department of Alcoholic Beverage Control	75%
Department of Business Oversight	80%
Department of Developmental Services - Canyon Springs	100%
Department of Food and Agriculture	83%
Department of General Services	70%
Department of Housing and Community Development	87%

KEEP UP THE GOOD WORK!

Department of Managed Health Care	77%
Department of Pesticide Regulation	93%
Department of State Hospitals - Metropolitan	72%
Department of State Hospitals - Salinas Valley	100%
Department of Water Resources	70%
Employment Development Department	81%
Franchise Tax Board	73%
Governor's Office of Business and Economic Development	74%
Governor's Office of Emergency Services	73%
Governor's Office of Planning and Research	88%
Office of the Inspector General	81%
Office of the State Public Defender	87%
State Water Resources Control Board	77%

Hotel: Reminders / Tips

To increase traveler hotel compliance:

- Send a reminder email to travelers not booking hotels in Concur
- Use hotel compliance reports for training purposes
- Reward high compliance travelers
 - ▣ Remind travelers:
 - Be open to staying at other hotels of the same caliber in the same area offering state rate
 - Look in the area without narrowing the search to a specific brand
 - Provide name and address of hotel for STP review/research
 - Hotels not interested in loading state rates need to feel the shift in business to other hotels offering the state rate.

AMEX Updates

- Prevent BTA delinquencies and lost payments:
 - Add the full BTA number on check front + remittance page
 - Stay on top of account and payment statuses
 - Verify in @Work that issued payments have posted
- Notify STP with updates to department Travel Coordinator information
- Government Card Program Policy
- Government Card Employee Agreements
 - Annual Renewal – November 2016
 - Maintain file copies – dated and signed

AMEX Updates

State of California and American Express Government Card Employee Agreement

The American Express Government Card has been offered to frequent travelers of the State of California to facilitate government travel. By applying for and receiving a State of California, American Express Government Card, I as a Cardholder, have read the numbered information below regarding the Government Card and agree to abide by this policy.

The American Express Government Card will hereinafter be referred to in this agreement as "the Government Card".

I agree to the following regarding my participation in the Government Card Program:

1. I agree to use the Government Card only for actual and necessary business travel expenses, which are reimbursable by law.
2. I agree to maintain my account at less than 30 days past due by submitting my Travel Expense Claim in a timely manner. I understand at 45 days past due the charging privileges will be suspended. I further understand at 60 days past due the Government Card may be canceled. At that time, I agree to settle my balance in full with American Express. I understand that any portion of my account that goes to Collections will reflect on my personal credit score.
3. I agree to follow the established procedures set forth in this memo for using the Government Card.

If the card is lost, stolen, or misplaced, I will immediately notify American Express by telephone (800-528-2122). I will also inform my departmental Program Administrator of this loss. I understand that failure to notify American Express of the theft, loss, or misplacement of the Government Card will make me personally responsible for any fraudulent or unauthorized use.

I agree to surrender the Government Card immediately upon my retirement or any termination of my employment, or upon the request of any authorized representative of this Department. Upon termination I agree to settle all balances with American Express.

Should you not wish to comply with the policy, please destroy your Government Card, contact your departmental Program Administrator and request that your Card be canceled. Make sure your Card is paid in full to avoid injury to your credit history.

Government Cardholder Signature

Date

AMEX Updates

To Expand BTA Transaction Detail

Log into American Express @Work

www.americanexpress.com

Enter user name and password

On the @Work Home page –

1. Put cursor in “Search @ Work v” oblong box – Select “Account Number”
2. Enter full account number in next oblong box – Select search (magnifying glass icon)

From account page –

1. Scroll down page under “Posted Transactions” line
2. Click on “See All Transactions”

From See All Transactions Page –

1. Go to “Time Period” box – Use V to Select “Current Statement” or “Previous Statements” date
2. Scroll to date of applicable transaction (under “Posted Transactions”)
3. Click on > next to applicable date to expand transaction

Description lists various transaction information such as ticket number, date purchased, passenger name, from city, etc.

Do you already have a User ID and Password?

Yes

I have a User ID and Password

Enter User ID & Password

User ID



Remember Me [What's this?](#)

Password



[Forgot Your Password? Change It Now](#)

Go



[I'm registering for a new service and want a separate ID and Password](#)

No

I need to create a User ID and Password

I am a new user

Go



WELCOME TO @ WORK



Corporate Online Payment is undergoing system maintenance during the weekend of October 17th. It may take up to a few hours for the balance on your account(s) to reflect payments made through COP during this time. We apologize for the inconvenience.

You have no unread program alerts at the moment. If you wish to enroll for program alerts or modify your current options, please click here.

Search @ Work



<- Please choose an option.



advanced search | status tracking

FILTERS MCA | STATE OF CALIFORNIA



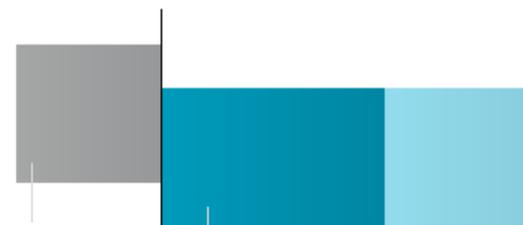
Spend Analysis

Payment Status

Recent Payments & Credits: **-\$304K**

Current Statement Balance: **\$456.34K**

Recent Charges: **\$3**



OUTSTANDING

\$



Phone icon, People icon, Search input field

Session Timeout: 29:41

DGS [Redacted]

Search @ Work [Dropdown] [Input: Please choose an option.] [Search Icon]
advanced search | status tracking



Business Phone | Email Address | More/Edit

Active Supplemental Accounts: 6
See All Supplemental Accounts

ACCOUNT SUMMARY - BUSINESS TRAVEL ACCOUNT

OUTSTANDING BALANCE **\$181,576⁵⁵**

Please Pay By* Oct 10 **\$91,122.98**
(Aging Status is Current)

CURRENT EXPOSURE*
\$185,396³⁰

*Payment is due upon receipt of your statement. We suggest you pay by the Please Pay By date.

*Total Exposure is equal to the Outstanding Balance on the account, plus any Pre-Authorizations and/or Pending Transactions.

Previous Statement Balance	191,364.73
Statement Closing date Aug 25, 2015	
Total Payments	- 98,666.80
Total Credits	- 10,652.82
Total Charges	+ 109,445.27
From Aug 26, 2015 through Sep 25, 2015	
Current Statement Balance	= \$191,490.38
Recent Payments	- 92,697.93
Recent Credits	- 7,669.47
Recent Charges	+ 90,453.57
From Sep 26, 2015 through Present	
Outstanding Balance	= \$181,576.55

COMMON ACTIONS

- Send Payment Reminder
- Suspend Card
- Cancel Card
- Edit Account Information
- Replace Card
- Transfer to a Different Control Account
- Request Credit Balance Refund
- Manage Limits

CHANGE HISTORY

There are no account changes to display at this time.

RECENT ACTIVITY DECLINED CHARGES

DATE	DESCRIPTION	CARDMEMBER NUMBER	AMOUNT
------	-------------	-------------------	--------

Total Payments	- 98,666.80
Total Credits	- 10,652.82
Total Charges	+ 109,445.27
<small>From Aug 26, 2015 through Sep 25, 2015</small>	
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Recent Charges	+ 90,453.57
<small>From Sep 26, 2015 through Present</small>	
Outstanding Balance	= \$181,576.55

Return
 ■ Manage Limits

CHANGE HISTORY

There are no account changes to display at this time.

RECENT ACTIVITY DECLINED CHARGES

DATE	DESCRIPTION	CARDMEMBER NUMBER	AMOUNT \$
▶ PENDING TRANSACTIONS			Total : \$8,869.56
▼ POSTED TRANSACTIONS			Total : - \$9,913.83
Oct 16, 2015	RESIDENCE INN 430 FRESNO CA	[REDACTED]	509.70
Oct 16, 2015	SOUTHWEST AIRLINES (DALLAS TX	[REDACTED]	- 435.96
Oct 16, 2015	SOUTHWEST AIRLINES (DALLAS TX	[REDACTED]	- 433.46
Oct 16, 2015	SOUTHWEST AIRLINES (DALLAS TX	[REDACTED]	217.98
Oct 16, 2015	SOUTHWEST AIRLINES (DALLAS TX	[REDACTED]	321.98
Oct 16, 2015	SOUTHWEST AIRLINES (DALLAS TX	[REDACTED]	433.46
Oct 16, 2015	SOUTHWEST AIRLINES (DALLAS TX	[REDACTED]	433.46

SEE ALL TRANSACTIONS



Session Timeout: 29:50

DGS
See All Transactions

Search @ Work <v> <- Please choose an option. Q
 advanced search | status tracking

Active

PLEASE PAY BY* OCT 10
\$91,122⁹⁸

Previous Balance as of 08/25/2015	\$191,364.73
Payments	- \$98,666.80
Charges	\$109,445.27
Credits	- \$10,652.82
Statement Closing Balance as of 09/25/2015	\$191,490.38

TIME PERIOD Current Statement Aug 26, 2015 to Sep 25, 2015 Filter By DOWNLOAD

DATE	DESCRIPTION	CARDMEMBER NUMBER	AMOUNT \$	CATEGORY
PENDING TRANSACTIONS				
POSTED TRANSACTIONS Total: \$125.65 1 - 100 of 320 <>				
Sep 25, 2015	COMFORT SUITES DOWNT SACRAMENTO CA		218.50	Travel
Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX		- 482.96	Travel
Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX		- 435.96	Travel
Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX		274.26	Travel
Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX		397.58	Travel
Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX		435.96	Travel
Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX		435.96	Travel
Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX		435.96	Travel
Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX		435.96	Travel
Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX		482.96	Travel
Sep 24, 2015	BEST WESTERN REDONDO REDONDO BEACH CA		268.80	Travel
Sep 24, 2015	FASTRAK CSC OAKLAND CA		25.00	Transportation

Let us help you... Live Chat Now <x>

PLEASE PAY BY OCT 10
\$91,122⁹⁸

Previous Balance as of 08/25/2015

Payments

Charges

Credits

Statement Closing Balance as of 09/25/2015

TIME PERIOD Current Statement Aug 26, 2015 to Sep 25, 2015

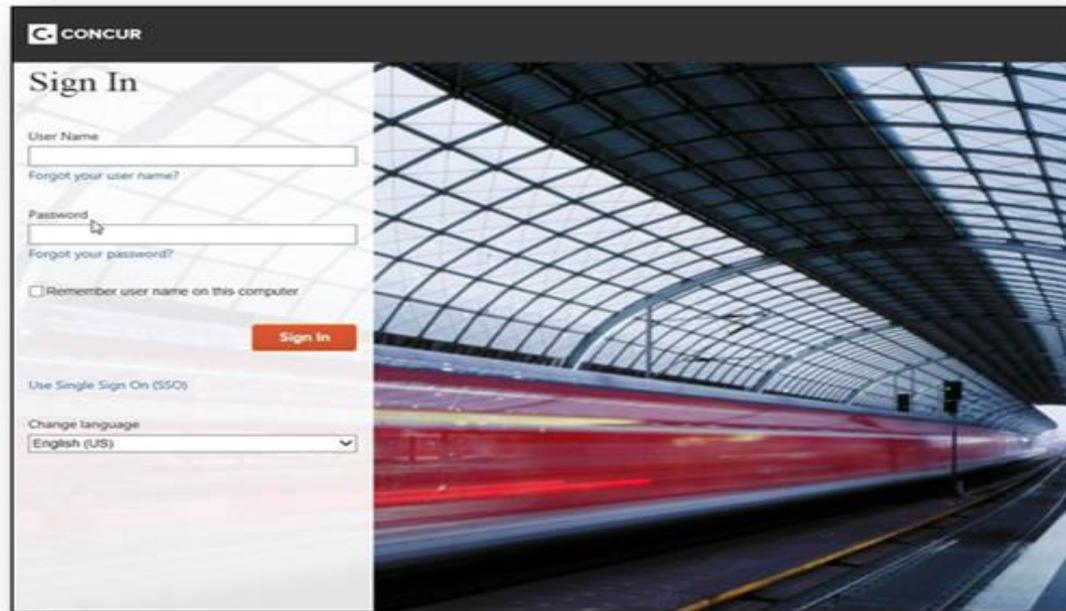
Filter By

DATE	DESCRIPTION	CARDMEMBER NUMBER	AMOUNT \$	CATEGORY
▶ PENDING TRANSACTIONS				
▼ POSTED TRANSACTIONS				
			Total : \$125.65	1 - 100
▶ Sep 25, 2015	COMFORT SUITES DOWNT SACRAMENTO CA	[REDACTED]	218.50	Travel
▶ Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX	[REDACTED]	- 482.96	Travel
▶ Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX	[REDACTED]	- 435.96	Travel
▶ Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX	[REDACTED]	274.26	Travel
▼ Sep 25, 2015	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262145805275 AIRLINE/AIR C 09/24/15 PASSENGER TICKET [REDACTED] SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS SAN DIEGO CA WN R TO UNAVAILABLE WN W TO UNAVAILABLE YY 00 TO	[REDACTED]	397.58	Travel



Coming Soon!

COMING SOON** New Sign-in Page for All Products (Page 34)



CONCUR

Sign In

User Name

[Forgot your user name?](#)

Password

[Forgot your password?](#)

Remember user name on this computer

Sign In

[Use Single Sign On \(SSO\)](#)

Change language
English (US) ▾

CalTravelStore / Concur Updates

□ Concur Confirmation Emails

Concur Itinerary (Confirmation Email)

From: Travelstore <donotreply@travelstore.com>
 To: Wilson, Tasha@DGS; May, Kelly@DGS
 Cc:
 Subject: Itinerary for KELLY CHRISTINE MAY on 5/12/15 to Burbank

Message: ItineraryZXXAVP_144PR.pdf (125 KB)

TravelStore/Caltravelstore
 707 3rd Street
 MS 600
 West Sacramento, CA 95606
 Ph: 877-454-8785
 Fx: 916-376-3999

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

ADD TO OUTLOOK

Tuesday, 14APR 2015 04:54 PM EDT
Passengers KELLY CHRISTINE MAY (66801)
 Agency Reference Number: ZXXAVP

Please review the itinerary below for accuracy and verify that names appear exactly as on photo ID or passport. Contact our office within 24 hours if you International Travel: When traveling internationally a passport or visa may be required and in most cases your passport must be valid for at least 6 months your agent, [click here](#) or navigate to http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html.

AIR	Tuesday, 12MAY 2015	
Southwest Airlines	From (SMF) Sacramento CA, USA	Flight Number: 0858
	To (BUR) Burbank CA, USA	Depart: 08:05 AM
	Stops: Nonstop	Arrive: 09:15 AM
		Duration: 1 hour(s) 10 minute(s)
		Status: CONFIRMED

TravelStore Itinerary (Final)

If there are problems with how this message is displayed, click here to view it in a web browser.

From: Southwest Airlines <SouthwestAirlines@lux.southwest.com>
 To: May, Kelly@DGS
 Cc:
 Subject: Flight reservation (8X5JU7) | 12MAY15 | SMF-BUR | May/Kelly Christine

You're all set for your trip!

[My Account](#) | [View My Itinerary Online](#)

[Check In Online](#) [Check Flight Status](#) [Travel Tools](#) [Traveler Account Login](#) [Rapid Rewards](#)

Ready for takeoff!

Thanks for choosing Southwest® for your trip! You'll find everything you need to know about your reservation below. Happy travels!

AIR Itinerary

AIR Confirmation: 8X5JU7 Confirmation Date: 04/14/2015
 Company ID: 99784580

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
MAY/KELLY CHRIS TINE	124298941	5262100258464	Apr 13, 2016	680

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Tue May 12 2015	Depart SACRAMENTO, CA (SMF) on Southwest Airlines at 08:05 AM Arrive in BURBANK, CA (BUR) at 09:15 AM Travel Time 1 hrs 10 mins	

SWABIZ Itinerary

If there are problems with how this message is displayed, click here to view it in a web browser.

From: Concur Travel <TravelWizard@concursolutions.com>
 To: May, Kelly@DGS
 Cc:
 Subject: Concur Itinerary 05/12/2015: TRIP FROM SACRAMENTO TO BURBANK ZXXAVP

Message: SMF-BUR.ics (4 KB) BUR-SMF.ics (4 KB)

Trip Overview

Division of GENERAL SERVICES

Trip Name: Trip from Sacramento to Burbank
 Start Date: May 12, 2015
 End Date: May 13, 2015
 Created: Apr 14, 2015, Kelly May (Modified: Apr 14, 2015)
 Description: Santa Barbara Green Lodging
 Agency Record Locator: ZXXAVP
 Ticket Number(s): 5262100258464
 Passengers: Kelly Christine May
 Total Estimated Cost: \$357.10 USD

TSI (State of CA RX0F)

Reservations
 Tuesday, May 12, 2015

Flight Sacramento, CA (SMF) to Burbank, CA (BUR)

Southwest 858

Departure: 08:05 AM
 Seat: No seat assignment
 Sacramento International (SMF)
 Duration: 1 hour, 10 minutes
 Nonstop

Confirmation: 8X5JU7
 Status: Booked directly in Southwest /8X5JU7
 Air Frequent Flyer Number: WN-124298941

CalTravelStore/Concur Updates

□ Concur Confirmation Emails

The screenshot shows the Concur user interface. At the top, there is a navigation bar with the Concur logo and menu items: Travel, Administration, App Center, Profile, and Help. Below this is a secondary navigation bar with options: Profile, Personal Information, Change Password, System Settings (selected), Mobile Registration, and Travel Vacation Reassignment.

The main content area is titled 'System Settings' and is divided into three columns:

- Left Column (Navigation):** Includes sections for 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards), 'Travel Settings' (Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers), and 'Other Settings' (E-Receipt Activation, System Settings, Connected Apps, Concur Connect, Change Password, Privacy Statement, Travel Vacation Reassignment, Mobile Registration, I'm Assisting...).
- Middle Column (Regional Settings and Language):** Contains dropdown menus for Default Language (English (US)), Number Format (1,000.00), Placement of Currency Symbol (Before the amount), Negative Number Format (-100), Negative Currency Format (-100), mile/km (mile), Date Format (mm/dd/yyyy), Time Format (h:mm AM/PM), Hour/Minute Separator (:), and Time zone (local time) (UTC-05:00) Eastern Time (US & Canada).
- Right Column (Calendar Settings and Other Preferences):** Includes Calendar Settings (Start week on Sunday, Start Day View At 08:00 am, End Day View At 08:00 pm, Default View month) and Other Preferences (Home Page, Rows per page 25).

In the 'Email Notifications' section, the 'Send Confirmation Emails' checkbox is unchecked. A 'Quick Help' tooltip is displayed over this checkbox, containing the text: 'Do you want to receive an email each time you book travel? Unchecking this box will not stop emails to your assistant or arranger if you use one.' At the bottom of the page, there are three buttons: 'Save', 'Reset', and 'Cancel'.

CalTravelStore/Concur Updates

□ Itinerary logo change on TravelStore Emails



TravelStore/Caltravelstore
707 3rd Street
MS 600
West Sacramento, CA 95606
Ph: 877-454-8785
Fx: 916-376-3999

ADD TO OUTLOOK

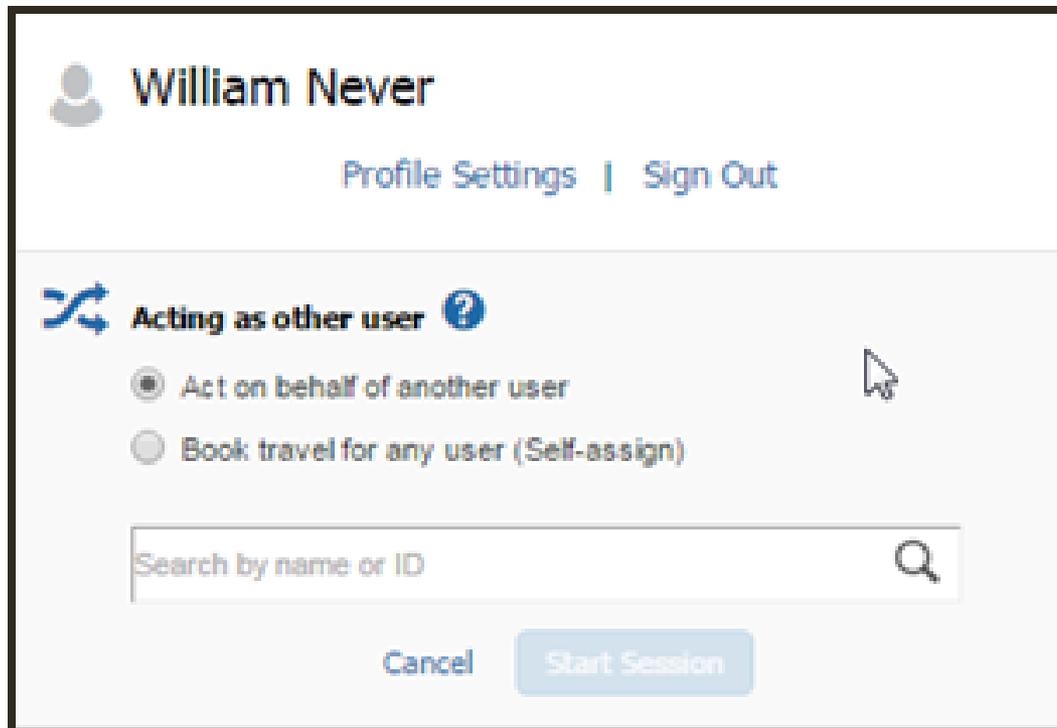
Monday, 27JUL 2015 07:22 PM EDT
Passengers: ANTHONY LAMARCA (12345-1234-12.23)
Agency Reference Number: DKUETE
Agent: Anthony LaMarca anthony.l@caltravelstore.com
Agent Direct Phone: 916-617-3680

□ Discontinuation of IE 8 and IE 9

- Support for Microsoft Internet Explorer (IE) versions 8 and 9 browsers under Concur products will end February 12, 2016.

CalTravelStore/Concur Updates

New Look for the Travel Arranger / Self – Assigning Function



 **William Never**

[Profile Settings](#) | [Sign Out](#)

 **Acting as other user** 

Act on behalf of another user 

Book travel for any user (Self-assign)



[Cancel](#) [Start Session](#)

Upcoming Concur Trainings

Location: Department of General Services
Auditorium (1st Floor)
707 3rd Street, West Sacramento 95605

- ▣ **November 10, 2015** ~ 9:30 a.m. - 11:00 a.m.
- ▣ **December 1, 2015** ~ 9:30 a.m. - 11:00 a.m.
- ▣ **December 17, 2015** ~ 9:30 a.m. - 11:00 a.m.

CalTravelStore Contact Info

CalTravelStore

(877) 454-8785

(916) 376-3989

www.caltravelstore.com

Contact Information

Anthony LaMarca, Manager

(916) 617-3680

anthony.l@caltravelstore.com

To hold for the next available agent, select option 3

To reach an agent by first name, select option 4, and then the agents are listed as follows”

Astrid Griesel	#2	Laura Wilson	#8
Becky Gallagher	#3	Lori Lopez	#9
Bill Kane	#4	Steve McCain	#10
Del Powell	#5	Yvonne Crocoll	#11
Jennifer Mendisco	#6	Shelly Blea	#12
Karen Hill	#7	Christine Shaffer	#13

Airline Contracts Updates

Mid Term of 2014/2016 Contract

Airlines with Contracts:

Alaska, Delta, JetBlue Southwest, United and Virgin America

Airfare Cost Savings – Best Practices

Management Memo #14-03 contains a resource Airfare Cost Savings – Best Practices Guide (December 31, 2013)

- ❑ Your Department should have a policy
- ❑ For highest cost savings look at:
 - Lowest usable Fare (Refundable vs. Non-Refundable)
 - Routing Options
 - Flexible Flight Window
 - Advance Purchase
 - Alternative Airports

Debit Memos/Charge Back (Southwest Airlines)

Examples:

- 1) A fee (\$150) for duplicate airfare reservations. (NO-SHOW)
- 2) A fee associated with a passenger who has flown a segment but a credit was issued from the airline to American Express. The airline sends a debit memo to charge for the original fare.

Please contact available resources before
reporting FRAUD to American Express

Available Resources:

Southwest Debit Memo Team, Debit.Memo@wnco.com

Michelle Robinett, Southwest National Account Manager (503) 922-1143

Jennifer Shaw, Statewide Travel Program (916) 376-3977

Making Changes to Flights

Southwest Airlines Flights only

Prior to making a change in Concur, you must un-check yourself from the flight (cancel your boarding pass.)

- ❑ Go to the www.southwest.com
- ❑ Click on “Flight/Hotel/Car” tab
- ❑ Go to the “Flight” Section and click on “Manage Reservations”
- ❑ Click on the “Cancel Reservation” tab
- ❑ Enter your reservation info and click “Continue”
- ❑ To the question, “Do you want to delete all issued boarding passes for this reservation?” click “Yes”
- ❑ Proceed to make your change on Concur

UPDATE: this only applies if the first leg has NOT been flown.

Making Changes to Flights

Mid-Trip Southwest Flight Changes:

1. Cancel your trip in Concur and Re-Book
2. Call CalTravelStore and have agent assist
3. Southwest Ticket Counter Assistance

Meet and Greet

Mark Davis

Sacramento County Department of Airports

Economic Development Specialist, Commercial Strategy

Office: (916) 874-0860

Sacramento County Airport System oversees operation of each of the below airports:

- ❑ Sacramento International Airport (SMF)
- ❑ Mather Airport (MHR)
- ❑ Executive Airport (SAC)
- ❑ Franklin Field (F72)

www.sacramento.aero

Featured Presentation

Anthony LaMarca, Manager, CalTravelStore

- **Basic Admin Functionality**
- **Southwest Airline Changes**
- **Process for Making Southwest Changes**

Featured Presentation

- Southwest Airline Changes
 - ▣ <http://www.documents.dgs.ca.gov/ofa/Travel/makingsouthwestchangesonconcur.pdf>

STP Contact Information

Main Line (916) 376-3974

Bill Amaral

(916) 376-3998

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Tasha Wilson

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Georgia Kattenhorn

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Katy La Fata

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Mustafe Awaleh

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Kelly Bouchard

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kelly.bouchard@dgs.ca.gov

Lori Wasson

(916) 376-3992

lori.wasson@dgs.ca.gov

Jennifer Shaw

(916) 376-3977

jennifer.shaw@dgs.ca.gov

Next Meeting

Travel Coordinator Quarterly Meeting

January 13, 2016

9:00 AM – 11:00 AM

Ziggurat Auditorium



Thank You Travel Coordinators!

- What would you like to see discussed/presented at future travel coordinator meetings?
 - ▣ Please email us at StatewideTravelProgram@dgs.ca.gov

- Travel Coordinator Survey

- Visit our website at www.dgs.ca.gov/travel for more info, or www.caltravelstore.com

Roundtable / Open Discussion

Questions?

Thank You!