

# Travel Talk

## DGS Statewide Travel Program (STP)

June 17, 2011  
Volume 1, Issue 1

## Announcing "Travel Talk"

The Department of General Services (DGS) Statewide Travel Program (STP) is pleased to announce "Travel Talk" our new travel newsletter.

This newsletter will feature articles about travel, share what is new with the travel program, and explore trends and new technologies. You will also find tips and reminders important to travel and the management of your travel program.

We will deliver helpful news you can use. Travel Talk will be published bi-monthly and

emailed to all Travel Coordinators. You can also access *Travel Talk* at:

- [www.dgs.ca.gov/travel](http://www.dgs.ca.gov/travel) under "What's New"
- [www.caltravelstore.com](http://www.caltravelstore.com) under "DGS"

If you notice something missing, have something you'd like to see included in a future issue, or have any other suggestions, contact Tasha Wilson at [tasha.wilson@dgs.ca.gov](mailto:tasha.wilson@dgs.ca.gov).

We value your input as we harness new channels of communication.



*A turn in the road is not the end of the road... unless you fail to make the turn.*

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## Fiscal Year End Reminders

As the fiscal year end approaches, we would like to remind accounting departments and/or travel coordinators to ensure June statements for American Express are paid in full as early as possible.

Timely payment will prevent possible delays at State Controller's Office and keep your account in good standing in case of any

budget delays.

While particularly important at year end, this payment practice should be followed year round. In order to maintain account stability, it is vital that accounts are paid in full each month and kept in a current status. Please share this information with your individual card holders.

All agencies must do their

part to maintain the program integrity as it was intended.

To contact American Express directly for specific reconciliation information:

- Program Admin Help Desk -Central Billing 888-888-9634
- Individual Card Holders Payment Assistance 800-528-2122

### Cliqbook/Concur

- Cliqbook's name has changed to Concur. Same great system, just a new name.
- Monthly Concur training available the last Wednesday of every month at the Ziggurat building. (707 3rd St, West Sac)
- The STP continues to work diligently toward achieving "Phase 2", the merge of Southwest onto the Concur booking site. Check Travel Talk, Issue 2, for an update of where we are in this process.

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[www.dgs.ca.gov/travel](http://www.dgs.ca.gov/travel)  
[www.caltravelstore.com](http://www.caltravelstore.com)

*“By utilizing CALtravelstore/Concur Travel, each department was able to save thousands of dollars in travel agency booking fees for one quarter.”*

#### 4 UNEXPECTED SECURITY OFFENDERS

Ever wonder why TSA singled *you* out to rifle through your bag? Or what exactly made the detector beep? By now, we all know to ditch liquids before reaching security but here are 4 unexpected items that may cause extra security screenings: **Aluminum foil gum wrappers**- Make sure those pockets are empty or your time may get chewed up. **Headbands**- Some have metal in the frame. Even if it's a bad hair day, send it on the security X-ray belt. **Snow Globes**- Who would have known they are over the 3.4 ounce liquid limit. You may have to pick a different souvenir or check it and hope it survives the flight home. **Inhalers**- On first glance may cause concern. Since medically exempt from restrictions, just inform officers in advance to keep everyone breathing easy.

## Statewide Travel Program Contract Updates

### Car Rental Contract –

A Travel Bulletin was issued announcing the new contract between the State of California and The Affiliates of Enterprise Holding Inc. This contract is for both Short-Term and Long-Term car rentals. Please refer to Travel Bulletin 11-02, issued on May 20, 2011 for specifics on base and maximum cap rates and rental information.

### Airline Contract –

The Airline contracts with Southwest, United, Alaska Airlines, Jet Blue and Virgin America are in the process of being extended for FY 2011/2012.

Be on the lookout for a Travel Bulletin announcing the extended contracts to be released later this month.



## The CALtravelstore Contract Analysis Shows Cost Savings

The STP performed an analysis of the cost of booking a transaction through CALtravelstore versus the previously authorized 22 travel agencies. An analysis of current travel agency transaction fees for three (3) State departments utilizing CALtravelstore/Concur Travel resulted in significant savings for the State of California.

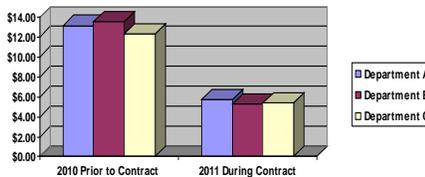
**Department A** reduced their average transaction fee from \$13.11 to \$5.70.

**Department B** reduced their average transaction fee from \$13.50 to \$5.29.

**Department C** reduced their average transaction fee from \$12.25 to \$5.42.

By utilizing CALtravelstore/ Concur Travel, each department was able to save thousands of dollars in booking fees for one quarter.

Thank you to all the departments who have successfully implemented the new booking process through CALtravelstore. You are doing your part to reduce travel spend for the State of California!



## The STP is Here to Assist You

The STP assists government travelers by obtaining the most economical rates and fares available through the use of contracted travel-related services. By leveraging the State's total travel spend, the State gains the advantage of the best pricing model available. We are available to assist travelers with travel related questions and concerns. Contact information for the STP is as follows:

### Statewide Travel Program Contact Information

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