

# Travel Talk

## DGS Statewide Travel Program (STP)

### ONLINE BOOKING SAVES TIME

Time is valuable! Travelers don't have time to sort through multiple websites and thousands of unorganized search results to find travel arrangements that meet their requirements. Concur, the online booking tool, makes it possible to book your air, car, hotel and even parking or rail tickets all in one place. This online booking tool provides a relevant, personalized and user-intuitive booking experience that saves time by capturing all travel-related bookings in one place, ensures compliance with government policies, and takes full advantage of the State's discounted rates and contract fares. The only thing missing is the inclusion of Southwest fares. Leaving the Concur site to book a ticket on the Southwest Airlines booking site, SWABIZ, is an extra step the Statewide Travel Program (STP) is working to eliminate.

Concur and Southwest Airlines have announced a very exciting and innovative partnership. Southwest Direct Connect (SDC) was developed to provide better travel program management. The STP continues to work toward incorporating this SDC onto your Concur site which will improve and replace the existing SWABIZ site to meet the needs of our government travelers. Once the SDC is available, some of the benefits will include:

- Access to all fares, including "Wanna Get Away" displayed side-by-side with other airlines
- Reconciliation process integrated with Southwest ticket numbers available in the iBank reporting tool
- Easy management of unused Southwest tickets with application of existing credits toward new trip
- Integrated display with enhanced functionality—such as live availability and last seat inventory
- Multi-segment trip booking capability
- Application of policy and trip approval capability
- Booking and ticketing that supports the Rapid Rewards member number
- Immediate access to Southwest itineraries to locate travelers in case of an emergency or disaster
- Access to Southwest Direct-Connect flights booked through Concur Mobile

The goal of the STP is to look for best practices and cost savings that can be achieved through managed travel while providing a time efficient, easy to use mechanism for booking travel. Inclusion of the SDC is a big step in achieving this goal. Stay tuned for more information....

#### We Want to Know!

Do you love the convenience of the Concur online booking tool? Has a travel transaction been made easier by a CALtravelstore travel agent? Is there something with either booking mechanism that could be changed to make the process easier? We want to hear from you! Please use the following link, <http://www.surveymonkey.com/s/7PMMVK2>, to complete the CALtravelstore Customer Service Survey. Thank you in advance for your input.

#### Misleading In"form"ation

The current Excess Lodging Rate Request Form, STD 255C, directs travelers to the DGS Lodging Guide at [www.caltravelsmart.com](http://www.caltravelsmart.com). Please be advised this website no longer exists. We are working with DPA to update the form. Travelers are now being directed to the Concur Travel site located at [www.caltravelstore.com](http://www.caltravelstore.com) to book their lodging reservations. For questions or additional information, please contact Kelly May at (916) 376-3991.



*"A journey of a thousand miles must begin with a single step."*  
– Lao Tzu

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#### REMINDERS!!

- Southwest's "Anytime" and "Wanna Get Away" fares offer the best value to State travelers. "Business Select" fares should not be used. Additional fees associated with Business Select may not be reimbursed by the State Controllers Office.
- Use of the DGS Blue Charge Card is being phased out. No new cards will be issued. Please refer to Travel Bulletin 10-07 for new procedure information.
- The One Provider Payment System contract was extended through 04/30/12. Please see TB 11-04 for more information.

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*"Your airfare could increase by up to \$50 for one bag, round trip."*

## GREEN TRAVEL TIPS

1. Look for properties with a CA green certification.



For a list of properties see:  
[www.dgs.ca.gov/travel](http://www.dgs.ca.gov/travel)

2. Re-use your towels daily and request that your sheets not be changed every day.
3. When you leave the room, turn off the air conditioning, heat, television, lights or any other electric devices.
4. Recycle. Many hotels offer recycling bins in the lobby and guest rooms.
5. Enjoy public transportation; use the hotel van or shuttle instead of renting a car.

## Know the Cost for Your Baggage

In addition to the strain on your back, those bags you are carrying around are also costing more money at check-in.

Southwest Airlines has held strong to their "bags fly free" promise, and Jet Blue allows your first bag with no additional charge. But they are two of the few airlines that don't require you to break out your wallet at check-in to pay for bags.

These fees are something to keep in mind when comparison shopping for the best priced airline tickets. Make sure to calculate the extra cost charged

by most airlines to check a bag on the way there, and again on the way back, before deciding who has the lowest fare.

As shown in the chart below, your airfare could increase by up to \$50 for one bag, round-trip.

Airline	1st bag	2nd bag
 Alaska Airlines	\$15	\$25
 American	\$25	\$35
 Continental	\$25	\$35
 Frontier	\$20	\$30
 Jet Blue	No fee	\$30
 Southwest Airlines	No fee	No fee
 US Airways	\$25	\$35
 United	\$25	\$35
 Virgin America	\$20	\$20

## Contact Information for When You Are on the Road

Travel Agency Business Cards are in! If the frequent travelers in your department would like a business card with the contact information for CALtravelstore, please email Andrew Duarte at [andrew.duarte@dgs.ca.gov](mailto:andrew.duarte@dgs.ca.gov) with the number of cards you need and a mailing address. Travel Coordinators will be responsible for disbursement of the cards.

## Travel Channel Picks Best Luggage for Business Travelers

Do you have a favorite bag for travel or a unique packing tip? If so, please email to Tasha Wilson and we will share the information in our next newsletter. Until then, here are some traveler favorites as reported by the Travel Channel.

### Timbuk2 Commute 2.0 Messenger Bag, \$120

This bag is TSA-compliant and is ideal for frequent travelers because the laptop compartment zips open to lie flat through airport security x-ray machines. Now you won't need to juggle your laptop or put it in a plastic bin. The bag has a luggage pass through so it easily attaches to an upright carry-on or suitcase.  
<http://www.timbuk2.com/tb2/product/s/commute-2.0>

### John Hart Airport Chico Bag, \$29 Including Monogram

Trade in your Ziploc bag for a TSA compliant durable, reusable zippered pouch. The gusseted bottom allows the contents to stay upright and holds a volume of 3-ounce toiletries. It's also stylish, featuring leather trim and a medallion for monogram personalization in 13 colors.  
<http://www.graciousbridal.com/jon-hart-airport-clear-security-travel-bag.html>

### Briggs and Riley 20-inch Carryon Expandable Wide-Body Upright, \$399

Wide-body, 20-inch bags have the same packing capacity as standard, 21- to 22-inch bags but fit much better in airplane

overhead bins. It is very roomy with two large compartments and several pockets and comes with a detachable luggage strap that can be used to link two pieces of luggage together. The built-in garment sleeve for suits, overall durability and lifetime guarantee make this bag a traveler favorite.

[http://www.briggs-riley.com/category/productDetail.aspx?id=20-inch-Carry-On-Expandable-Wide-body-Upright\\_U420XW&sec=travel](http://www.briggs-riley.com/category/productDetail.aspx?id=20-inch-Carry-On-Expandable-Wide-body-Upright_U420XW&sec=travel)



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