

Travel Talk

DGS Statewide Travel Program (STP)

Announcing Southwest Discount

The Statewide Travel Program is thrilled to announce an agreement with Southwest Airlines to provide air travel discounts that will significantly reduce government travel costs for the State.

The agreement between the State and the airline carrier most utilized by government travelers provides a discount on all fully refundable Southwest flights into or out of California. The discount rates are only available to participants in the Statewide Travel Program and will be accessed through SWABIZ, Southwest's online booking tool; CALtravelstore, the State's only authorized Travel Agency; or CONCUR, the State's online booking tool.

The discount is applied per flight, and given the total number of government travelers (state, local government, colleges/universities and K-12) on Southwest flights; the discount will amount to significant savings for simply continuing with business as usual. You can expect to see the discounts when booking travel later this month.

While we continue to promote prudent decision making when it comes to travel approval, it is good to know that through a continued partnership with Southwest Airlines, we will be able to cut costs whenever state agencies have employees engaged in necessary and mission critical travel. Now, not only can we take advantage of Southwest's current cost saving policies of no change fees or baggage fees, we will receive this additional negotiated discount. Thank you Southwest Airlines for your continued support!

You've Got Mail

Many travel program administrators received letters from American Express Global Corporate Payments notifying them about an important change being implemented by American Express for all internet transactions using a BTA. Effective January 9, 2012, all internet transactions that are completed using a BTA will require a 4-digit PIN # for authorization approval. The PIN # will NOT impact any of the Statewide Travel Program's online booking tools, i.e. Concur, CALtravelstore, Enterprise and SWABIZ. Each entity will have their own unique PIN # to be used with the BTA and each program administrator is responsible for maintaining the confidentiality of the PIN #. For more information, please refer to Travel Bulletin 11-05.

Thank You Travel Coordinators!

We had an exciting Travel Coordinator meeting on February 16 and many departments were represented. You brought some great questions and provided a lot of feedback. We appreciate your participation. The STP provided status updates on our travel contracts, policy reminders, a calculator for determining when you should rent a car versus drive a personal vehicle, and information on researching unused ticketless funds. We also had the announcement about our new discounts from Southwest Account Manager, Jeff Haag. It was great seeing you all and we look forward to our next meeting. If you were unable to attend the meeting, please check out the Power Point slides on our travel website www.dgs.ca.gov/travel under "What's New" to see what you missed.

March 15, 2012
Volume 1, Issue 4

Inside this issue:

| | |
|-------------------------------|--------|
| Park 'N Fly | Page 2 |
| Refuel Before You Return | Page 2 |
| Advantages to Traveling Light | Page 2 |
| Emergency Lodging | Page 2 |

Updates

- Effective January 1, 2012, the personal vehicle mileage reimbursement rate for all State employees will be 55.5 cents per mile (CPM). The relocation/moving mileage reimbursement rate for all current State employees and new-hires to State service will now be 23 CPM.
- The One Provider Payment System contract was extended through 04/30/12. Please see TB 11-04 for more information.
- The STP will no longer hold monthly Concur trainings on the last Wednesday of the month. Training will be provided on an as needed basis. Please email: kelly.may@dgs.ca.gov or tasha.wilson@dgs.ca.gov for any training needs.

w e l c o m e

Join us in welcoming the newest participants in the Statewide Travel Program:

- *Los Angeles County
- *San Luis Obispo County
- *Fair Political Practices Commission
- *South Tahoe Public Utility Commission
- *Sonoma County
- *Del Norte Office of Education
- *North County Cemetery District



DGS Statewide Travel Program
707 3rd Street, 6th Floor MS-600
West Sacramento, CA 95605

www.dgs.ca.gov/travel
www.caltravelstore.com

Statewide Travel Program
Contact Information:

kelly.may@dgs.ca.gov
bahia.perkins@dgs.ca.gov
lori.wasson@dgs.ca.gov
tasha.wilson@dgs.ca.gov

*"He who is not
courageous enough to
take risks will accomplish
nothing in life."*

Muhammad Ali

Less is More

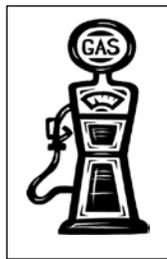
Are you notorious for having too much luggage, always checking your bags, or packing way more clothes than you actually wear? The reasons below might encourage you to change your over packing ways and pack light.

1. Security - Eliminate the possibility of theft, damage and misrouting when handing your bags over to others.
2. Economy - Eliminate checked bag fees.
3. Flexibility - Less stuff means greater mobility. Change your flight last minute without bags already being checked.
4. Ecology - Leave a smaller carbon footprint. Less use of vehicles and equipment to move you and your stuff around and less fuel for the vehicles that move you.
5. Serenity - traveling light means less hassle. Save time packing less, save energy hauling less and less worry about losing track of something.

Park 'N Fly

Concur Travel users are able to utilize the Park 'N Fly Network option and make an off-airport parking reservation at the same time they book an air, car or hotel reservation. Park 'N Fly has extended discounted government rates enabling travel managers to reduce their parking spend by up to 65% with low-cost, off-airport parking. California Park 'N Fly locations include: Burbank [BUR], Los Angeles [LAX], Oakland [OAK], Ontario [ONT], San Diego [SAN], San Francisco [SFO], and San Jose [SJC]. Additionally, Park 'N Fly offers the Corporate

Advantage Program (CAP) for frequent parkers who can receive points toward free parking. For more information about Park 'N Fly, please refer to Travel Bulletin 11-01.



Refuel Before You Return

The State Controllers Office (SCO) still enforces the requirement for employees to return vehicles to the rental car vendor with as much fuel in it as when it left the rental facility. A receipt reflecting the purchase of fuel must be submitted with the Travel Expense Claim for reimbursement. Employees who do not refuel their vehicle prior to returning it will be required to submit a Car Rental Justification Form indicating the reason why. If you receive conflicting information at the car rental counter when picking up your vehicle, remember when it comes to reimbursement SCO requires that employees refuel before the car is returned.

Emergency Lodging

The Department of General Services, STP has partnered with the Federal Government General Services Administration to establish an Emergency Lodging Program (ELP) for the State of California. In a state prone to fires, earthquakes and other various disasters, the STP is developing systems to help our first responders not only get to where they need to go, but ensure they have a place to stay when they get there.

ELP is a system, created by Corporate Lodging Consultants (CLC) in the wake of Hurricane Katrina,

that is designed to assist departments in quickly securing lodging accommodations and services for first responders, government employees, support personnel, and evacuees; resulting from an emergency or disaster.

CLC inventory includes hotels, motels, long term housing, apartments, the option to expand to college dorms and if needed cruise ships. CLC also extends their services to include general meeting rooms, food service, supplies, along with planning and support. The

reservation system is accessible online or through a centralized reservation center available on a 24/7/365 basis.

If you think your department could utilize this type of emergency service and are interested in learning more about the program, please contact Bahia Perkins at 916-376-3990 or via email at bahia.perkins@dgs.ca.gov.



For comments or suggestions regarding "Travel Talk" please email Tasha Wilson at tasha.wilson@dgs.ca.gov.