



Travel Variance Form



Many State departments utilize their travel agency to proxy book their Southwest airline tickets incurring a cost of \$10-\$15 per transaction. The DGS believes employees should be able to responsibly book their own travel at \$0-\$5 per transaction saving more than double. The completion of the form allows the DGS to assist State departments in better managing their travel.

The INSERT DEPARTMENT NAME is requesting additional assistance and/or services from the Statewide Travel Program and/or TravelStore, the State's only authorized travel agency.

Statewide Travel Program

Check all that apply

- Need assistance from Travel Program for SWABIZ (online business portal for Southwest) training
- Need assistance from Travel Program for better management of our department travel
- Need assistance with reconciliation process

TravelStore

Check all that apply

- Need additional services, in lieu of online services, that will incur an additional cost of \$10.
- Need additional services other than air, car and hotel bookings

Check all that apply:

- Passport/Visa Services
- Group Travel
- International Travel
- Other (please specify) _____
(additional fees may apply)

- Optional Users (city, county, special districts, and K-12 public school districts) of Travel Program request additional services, in lieu of online services, that will incur an additional cost of \$10.

Date: 6/25/2010

Signature: _____

Please fax the completed form to (916) 376-3999.

Received by: _____