



The State's certified Travel Agency list announces an extension. This extension is for one additional year. The Certified Travel Agency list will be effective July 1, 2008 through June 30, 2009.

All State agencies, commissions, boards, colleges and State approved general contractors that use State approved Travel agencies will be affected by this extension.

Each State Entity must complete a Standard Form Std. 213 with a selected authorized travel agency from the qualified agency list which is attached for your convenience. These contracts are exempt from bidding if they are entered into pursuant to the terms of the original agreement. The Std. 213 agreement must include the following:

- List either online reservation or on-line booking system
- Maximum ticketing fee not to exceed \$10 domestic or international
- Agent assisted fee for emergencies of \$15
- Contractor Name: travel agency, address, and projected cost for services
- Payee name: American Express and payment address
- 30 – day cancellation provision or negotiated time frame with your travel agency

The Statewide standard forms of payment for airline travel are:

- The American Express Business Travel Account (BTA)
- The American Express Supplemental BTA account for Southwest Airlines commonly referred to as SWABIZ
- The American Express Individual Government Card

State Travelers should consult their department policy on travel before scheduling. A State travel guide resource is available in the SAM appendix at <http://sam.dgs.ca.gov/TOC/700/Appendix/S-1.htm>. The Travel Agency will not be responsible for negligence of the State traveler not following State and departmental travel policy.

REMINDER: It is each State department's responsibility to pay their American Express Business Travel Accounts in full each month. If there are reconciliation issues, contact your travel agency as soon as they are discovered so an adjustment may be timely completed.

If you need additional information or assistance, please contact Robert Horsley, Contract Analyst DGS Office of Fleet and Asset Management, 1700 National Drive, Sacramento, CA 95834, (916) 928-6857 or Robert.horsley@dgs.ca.gov