

Travel Program Forum Agenda
April 15, 2009
1:00 pm – 3:00 pm

The Travel Program Forum was offered by the Office of Fleet & Asset Management, Statewide Travel and Meeting Management Program (STAMMP).

The purpose of this forum was to showcase new program developments, review travel policies and procedures, present travel vendor announcements, and conduct open dialogue (Q&A).

The Travel Program Forum was intended for all state travelers, state travel coordinators or program administrators, payments staff directly responsible for travel accounts within their office, including accounting, business services, contracts and fiscal personnel.

STAMMP Overview & Announcements

- California Meeting Management Program (CMMP)
 - Introductions
 - MM 08-08
 - Overview to Free Meeting Planning Services
 - Non-Compliance Form
- Statewide Travel Program
 - Introductions
 - Program Overview & New Developments
 - Policies and Procedures
 - Preparing for Year-End
- Vendor Introductions
 - American Express
 - Paperless Invoicing
 - BTA & Government Card Payment Processing
 - Southwest Airlines
 - Avis/Budget Car Rental
 - Enterprise Car Rental

3:00 pm – 4:00 pm Open Discussion (Q &A)

- Opportunity to present ideas, concerns, questions and recommendations