

State Travel Coordinators

Presented by:
California Meeting Management
Program (CMMP)
April 15, 2009

California Meeting Management Program

One-Stop shop for successful meetings and conferences!

Let CMMP Staff do the work for you!

The California Meeting Management Program (CMMP) provides experienced meeting specialists to assist with your meeting and conference needs and requirements.

California Meeting Management Program

- Introduced on July 1, 2008 through Management Memo 08-08
- We assist:
 - State Agencies
 - Departments
 - Commissions
 - Boards
- To secure suitable space for:
 - Meetings
 - Conferences
 - Conventions
 - Events
 - Seminars
 - Award Programs
 - Public hearing facilities
 - Presentations
 - Trainings
 - Workshops
 - Examinations
 - Forums
 - Ceremonies



Department of General Services
State of California

California Meeting Management Program

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California Meeting Management Program

- Management Memo 08-08 (MM 08-08)
- American Express Meeting Planners Account (MPA)
- Justification for Non-Compliance with MM 08-08 Form
- CMMP FREE Services
- Questions

MANAGEMENT MEMO

SUBJECT:

**PAYMENT PROCESS FOR MEETING, CONFERENCE, AND
EVENT RELATED EXPENSES**

REFERENCES:

NUMBER:

MM08-08

DATE ISSUED:

JULY 1, 2008

EXPIRES:

UNTIL RESCINDED

ISSUING AGENCY:

GENERAL SERVICES

PURPOSE

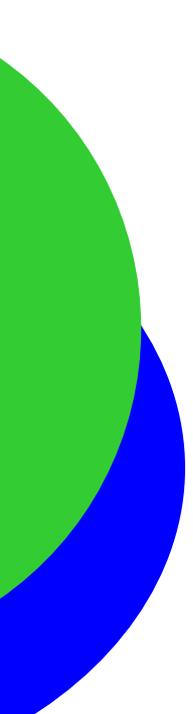
This Management Memorandum announces the new payment process for the contracting of state meetings, conferences and events. The American Express Payment system will now be the only authorized form of payment. This will provide meeting, conference and event data that will enable the state to effectively negotiate cost savings with the lodging and industry vendors.

HISTORY

The Department of General Services (DGS), Office of Fleet & Asset Management (OFAM), entered into a contract with American Express to consolidate the State's travel expenditures. Contract benefits include:

- Travel and meeting assistance
- Lower costs and increased value of service
- Increased efficiency of the entire meeting, conference and event management process
- Improved consistency in contracting, reconciliation and payment

The American Express Payment System will consolidate the meeting, conference and event charges onto a single statement for improved accountability and will streamline the payment process. There is no cost to use the American Express Payment System.



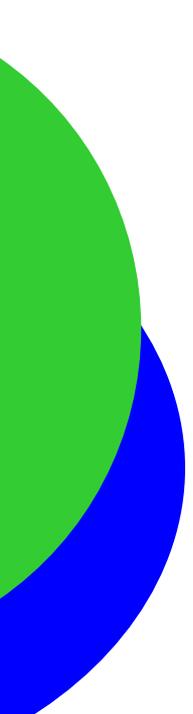
POLICY

Effective immediately, payment for all State-conducted meetings, conferences, events, seminars, workshops, off-sites, presentations, training, examination locations, forums, public hearings, trade shows, and job fairs when conducted at a lodging or event establishment shall be made utilizing the American Express Payment System Meeting Planners Account (MPA).

Authorized meeting and event expenses include but are not limited to:

- Meeting space for hotel, conference and convention centers
- Exhibit space
- Conference meals
- Hotel business services (faxing, photocopying)
- Audio visual and telecommunications rentals and services
- Meeting planner consultant fees
- Air transportation
- Ground transportation including shuttle companies and car rentals

The DGS is dedicated to assisting departments with the training needed for the payment of all meetings, conferences and events with the MPA. In 2008, DGS will establish a new Meeting & Conference Office to assist departments with their travel and planning needs. This office will work with vendors to get the best value possible and to continually improve options.



PROCEDURE For all meeting and event contracts between the State of California and a lodging and/or meeting industry vendor, the contract must include the American Express Payment System (MPA) as the method of payment. If you do not currently have an existing MPA for your department or agency, please contact Shawn Campbell at American Express for assistance. Additional information may be found at www.travel.dgs.ca.gov

AMERICAN EXPRESS CONTACT Shawn Campbell, Dedicated Account Representative
State Hotel Programs Coordinator
(877) 302-4413
Shawn.T.Campbell@aexp.com

DGS CONTACT Donna Carey, Statewide Travel Manager
DGS Statewide Travel Program
(916) 376-3998
Donna.Carey@dgs.ca.gov

ADDITIONAL RESOURCES The DGS and American Express jointly produce the California Government Travel and Lodging Guide. The guide assists employees in the selection of lodging, meeting planning services and business traveler assistance and can be found at the following www.catravelmart.com

SIGNATURE Original signed by Will Bush, Director

Will Bush, Director
Department of General Services



California Meeting Management Program

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Justification For Non-Compliance With Management Memo (MM) 08-08

Complete this form for each meeting-related charge not paid on the AMEX MPA. Fax the completed form(s) to the California Meeting Management Program at (916) 376-3999. Attach the original form(s) to the invoice and submit to the State Controller's Office for payment.

TO: STATE CONTROLLER'S OFFICE

TODAY'S
DATE: _____

FROM: _____
DEPARTMENT NAME

CONTACT NAME

PHONE, AND EMAIL ADDRESS

SUBJECT: Justification for using a payment method other than the American Express Meeting Planners Account (AMEX MPA) for meeting space rental and other meeting-related expenses as outlined in MM 08-08.

RE: _____
VENDOR NAME

ADDRESS, CITY, STATE, AND ZIP

PHONE, AND EMAIL ADDRESS

DATE OF SERVICE

- Vendor does not accept credit cards for payment.
- Vendor does not accept the American Express (AMEX) Meeting Planner Account (MPA) as a form of payment.
- This Department does not have an AMEX MPA.
- This Department is in the process of setting up an AMEX MPA.

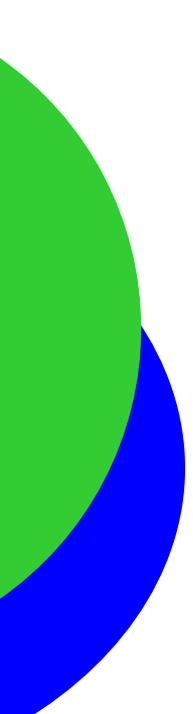
\$ _____
Amount of Charge

List charge details including: meeting space, AV equipment rental, etc.

\$	_____
\$	_____
\$	_____
\$	_____

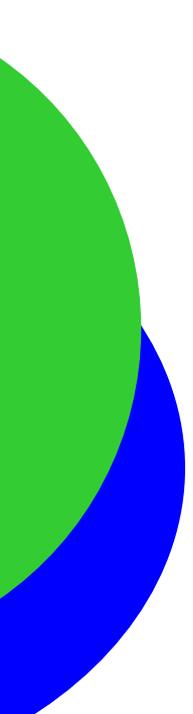
I hereby certify that the information listed above is true and correct.

ACCOUNTING SUPERVISOR DATE



What is the Goal of the MPA?

- Consolidate the State's travel expenditures
- Capture data on meeting spend
- Leverage negotiation power
- Lead to improved accountability
- Utilize with existing contract procedures



A Win-Win for the State and Vendors

- Hotels are paid at 100% upon an approved hotel folio
- Vendor receives timely payment with MPA
- No payment delays with checks to the hotels
- Hotels can target the available meetings for greater efficiency/value

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Conduct facility site inspections and assist with the site selection

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Ensure compliance with State regulatory laws and guidelines

Conduct facility site inspections and assist with the site selection

Complete all contract and related paperwork

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Ensure compliance with State regulatory laws and guidelines

Conduct facility site inspections and assist with the site selection

Complete all contract and related paperwork

Participate on planning committees to provide guidance and insight on efficient meeting planning strategies

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Act as the single point of contact with the hotel for meeting flow, security, banquet events, ADA compliance, emergency procedures, and final billing

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Review/reconciles and approves invoices for payment

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Act as the single point of contact with the hotel for meeting flow, security, banquet events, ADA compliance, emergency procedures, and final billing

Review/reconciles and approves invoices for payment

Maintain database history of all meetings and summary of related costs

Coming Soon!

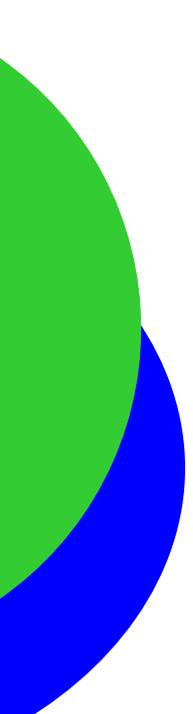
Online-registration

Conference website development

California Meeting Management Program

We welcome you to visit our website
www.travel.dgs.ca.gov/meetings

Department of General Services
California Meeting Management Program
707 Third Street, MS 600
West Sacramento, CA 95605



QUESTIONS?
