

# Statewide Travel Program Travel Payment System

State Departments  
New Contract & Transition Process

# Agenda

- \* New Travel Payment System Contract
- \* Contract Overview
- \* Account Information
- \* Transition Requirements
- \* Q & A

# New Contract

- \* RFP Process - Contract Award
  - \* Awardee – Citibank, N.A.
    - \* Effective November 1, 2016
  - \* Replace existing provider – American Express
    - \* Expires October 31, 2016
    - \* All Travel Accounts (BTAs, Meeting & Government Cards)

# Contract Overview

- \* MasterCard Product
  - \* Unprecedented Global Acceptance
- \* Annual Prompt Payment Incentive
- \* Reconciliation Improvements
- \* Online Account Management Tool
- \* System Training and Support
- \* Virtual Card Number (VCN) Accounts

# Account Information

- \* Business Travel Accounts (BTAs) – New Name – Corporate Travel Accounts (CTAs)
  - \* Seamless behind-the-scenes replacement of accounts with CalTravelStore and Concur
  - \* Similar Online Tool and Customer Service Access
- \* Corporate Meeting Cards (CMC) / Remaining Meeting Planner Accounts (MPA)
- \* Government Cards – New Name = Individual Liability Cards
  - \* Communications will be distributed to Program Administrators for notifying existing cardholders of the Amex government card expiration
  - \* Communication will include steps for obtaining new Citibank Individual Liability Card
  - \* Travel Card Usage Policy will accompany cardholder notifications

# Transition Requirements

- \* Implementation / Transition
  - \* STP & Citibank work together – seamless transition
- \* Implementation / Transition Documents
  - \* Std. 213 (Participating Agreement) **NEW PROCESS**
    - \* Scope of Work
    - \* Budget Provisions
  - \* Std. 215 will be required

# Transition Requirements

- \* Implementation/Transition Process
  - \* Implementation documents package to State Department from DGS, Statewide Travel Program (STP)
  - \* Department submits completed and signed documents back to STP **within 7 business days of receipt**
  - \* STP assigns final agreement number
  - \* STP obtains final DGS authorization
  - \* Participating Agreement executed

# Q & A



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