



Quarterly Travel

Coordinator Meeting

**Department of General Services
Statewide Travel Program**

Thursday - January 21, 2016

Agenda

- **Introductions**
- **STP Updates**
- **Featured Presentation: Ray Asbell, CaIHR**
 - **Overview – PML # 2015-039**
 - **“AB 229 Travel Reimbursement: (Transportation Network Company or Short-Term Rental)”**
 - **Open Discussion**
- **Q&A**



Introductions

- **Bill Amaral, Business Partnership & Travel Mgr.**
- **Tasha Wilson, Travel Program Mgr.**
- **Michele Slape, Travel Program Mgr.**
- **Kelly Bouchard, Travel Program Specialist**
- **Georgia Kattenhorn, Travel Program Specialist**
- **Katy LaFata, Travel Program Specialist**
- **Ceci Perez Dunn, Travel Program Specialist**
- **Jennifer Shaw, Travel Program Specialist**
- **Lori Wasson, Travel Program Specialist**
- **Mustafe Awaleh, Student Assistant**

STP Updates

- **MM 14-03 Recap**
 - Hotel Booking Compliance Report
- **American Express**
 - Convert MPAs to CMCs
- **Car Rental**
 - New Contract Awarded
 - Online / DGS website
 - San Diego Airport Enterprise Counter Location Change
 - Electric Vehicle (EV) Direct Bill Process
- **Concur**
 - Park 'N Fly – Access on Concur
 - Upcoming Concur Training Schedule

KEEP UP THE GOOD WORK!

CA African American Museum	100%
CA Prison Industry Authority	81%
California Volunteers	86%
Department of Alcoholic Beverage Control	82%
Department of Food and Agriculture	87%
Department of Housing and Community Development	96%
Ca Commission on Status of Women and Girls	100%
Health and Human Services Agency	92%
Atascadero State Hospital	96%
Coalinga State Hospital	100%
Salinas Valley State Hospital	89%
Department of Rehabilitation	86%
Agriculture Labor Relations Board	94%
CalHR	82%
State Personnel Board	85%
Department of Conservation	85%
Franchise Tax Board	81%

KEEP UP THE GOOD WORK!

Patton State Hospital	100%
Cal OES	83%
Child Support Services	88%
Employment Development Department	86%
Department of Industrial Relations	85%
Office of the Inspector General	97%
Office of Traffic Safety	80%
Pesticide Regulation	84%
State Treasurer's Office	100%

Park 'N Fly Updates

- Can be booked and cancelled through Concur.
- If traveler no-shows, they can call customer service to get refund.
- Park 'N Fly location in San Diego is through an affiliate (Wally Park).
- Park 'N Fly is working on getting it loaded through Concur.





Park 'N Fly Updated Costs


AIRPORT CODE	FACILITY NAME	SERVICE TYPE	POSTED RATES	CORPORATE RATES
LAX	Park 'N Fly @ Park One	Uncovered	\$18.95	\$14.21 plus tax
OAK	Park 'N Fly	Uncovered	\$12.00	\$9.00 plus tax
OAK	Park 'N Fly	Covered	\$17.00	\$12.75 plus tax
ONT	Park 'N Fly	Self Park Uncovered	\$10.00	\$7.50 plus tax
SAN*	Wally Park Garage	Self Park Uncovered	\$15.00	\$11.96 plus tax
SAN*	Wally Park Garage	Self Park Covered	\$18.00	\$14.21 plus tax
SAN*	Wally Park - Lot 2	Self Park Uncovered	\$14.00	\$11.21 plus tax
SAN*	Wally Park - Lot 5	Self Park Uncovered	\$14.00	\$11.21 plus tax
SFO	Park 'N Fly	Self Park Uncovered	\$16.00	\$12.00 plus tax
SFO	Park 'N Fly	Valet Uncovered	\$17.00	\$12.75 plus tax

Park 'N Fly Instructions

- Available through Concur when offered at airports
- Icon will be displayed in “Add to your Itinerary” section of the Trip Overview

TRIP OVERVIEW

I want to... Print Itinerary E-mail Itinerary	Trip Name: Trip from Los Angeles to Sacramento (Edit) Start Date: December 29, 2015 End Date: December 30, 2015 Created: November 17, 2015, William Never <i>(Modified: November 17, 2015)</i> Description: (No Description Available) (Edit) Agency Record Locator: OYBXTTP Passengers: William Agent Never Total Estimated Cost: \$432.07 USD (Details)	Add to your Itinerary  Car  Hotel  Parking  Wi-Fi
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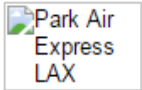



 Airfare must be ticketed by an agent by: 11/18/2015 11:00 PM Pacific
[Change frequent flyer program](#)

Park 'N Fly Instructions

- Select parking option from pop-up displayed

Parking Availability ✕

Need to find a place to park your car on the day of your trip? Look no further. Here are some available parking spots at reasonable rates offered by Park 'N Fly.

	Park Air Express LAX	USD 29.65	Book Now
	Park 'N Fly @ Park One Self Park Uncovered	USD 31.83	Book Now
	Park Air Express LAX	USD 36.75	Book Now
	Park 'N Fly @ Park One Valet Uncovered	USD 43.59	Book Now

The above rates are based on your dropping off your car on 12/29/2015 at 5:55 AM and picking up your car on 12/30/2015 at 8:02 PM. You may select different times according to your needs.

Change search

Check-In Date: Check-In Time:

Park 'N Fly Instructions

- Rates are based on drop off and pick up times derived from flight times.
- Dates can be changed at the bottom of pop-up window.
- Once correct dates are selected, choose “Book Now”.
- Park 'N Fly is not direct billed, and a personal credit card will be needed in order to pay.
- Important Note: State employees must still use the least-costly option when parking at airports.

Upcoming Concur Trainings

Location:

Department of General Services
Ziggurat Auditorium (1st Floor)
707 3rd Street, West Sacramento 95605

- **February 16, 2016 ~ 2:00 to 4:00 p.m.**
- **March 15, 2016 ~ 9:00 to 11:00 a.m.**
- **April 19, 2016 ~ 9:00 to 11:00 a.m.**
- **May 17, 2016 ~ 9:30 to 11:00 a.m.**
- **June 21, 2016 ~ 2:00 to 4:00 p.m.**

Featured Presentation

Bill Amaral, STP

- AB 229 (Transportation Network Companies or Short-Term Rental)
- Travel Bulletin
 - Exception to MM 14-03

Ray Asbell, CalHR

- Overview of PML # 2015-039
 - AB 229 (Transportation Network Companies or Short-Term Rental)
- Open Discussion

Statewide Travel Program Contact Information

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Next Meeting

Travel Coordinator Quarterly Meeting

April 12, 2016

9:00 AM – 11:00 AM

Ziggurat Auditorium



Thank You Travel Coordinators!

- What would you like to see discussed or presented at future travel coordinator meetings?

- Please email us at

- StatewideTravelProgram@dgs.ca.gov

- Travel Coordinator Survey

- Visit our website at www.dgs.ca.gov/travel for more info, or www.caltravelstore.com



Open Discussion

Questions?

Thank You!