

MANAGEMENT MEMO

	NUMBER:
SUBJECT: American Express Travel Payment System	DATE ISSUED:
	EXPIRES: January 31, 2004
REFERENCES SUPERSEDES MANAGEMENT MEMO 01-02 issued January 16, 2001	ISSUING AGENCY: Department of General Services

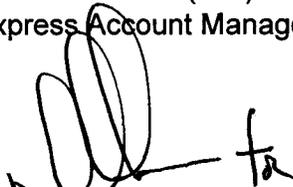
This Management Memorandum provides the extension of the Department of General Services (DGS) Travel Payment System contract with American Express. The agreement was originally effective from February 1, 2001 through January 31, 2004.

American Express offers centrally billed accounts for airlines; rail and car rental via the Business Travel Account (BTA) and individual travel charge cards for state travelers. American Express provides consolidated travel management information used by the DGS to monitor state travel. Contracting with American Express allows the state to extend its travel budget by negotiating the lowest rate available from travel suppliers due to coordinated efforts from the DGS, American Express and multiple travel agencies.

By using the American Express card, the state receives special government rates at lodging establishments as well as the waiver of local hotel occupancy taxes when local ordinances permit. American Express cards give employees the flexibility to arrange last minute travel, pay for tickets, and make airline changes en route.

The DGS and American Express jointly produce the California Government Travel Guide. The travel guide assists state employees in selecting lodging, meeting planning services and business traveler assistance. Additional travel program information may be found on the Department of General Services, Office of Fleet Administration website at www.ofa.dgs.ca.gov.

For questions, or additional information, please contact Ms. Carey, Statewide Travel Program Administrator at (916) 327-2068 or donna.carey@dgs.ca.gov or State of California, American Express Account Manager, Doug Browne at (530) 273-7118.



Barry D. Keene, Director
Department of General Services

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