



DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL MANAGEMENT PROGRAM
TRAVEL BULLETIN

Travel Bulletin # 09-01

Effective: April 1, 2009
Expiration: Until Rescinded

SUBJECT: DGS Travel Bulletin

PURPOSE: Travel Policy

REFERENCE: Supersedes all Future Travel Management Memos

PURPOSE

The DGS Statewide Travel and Meeting Management Program (STAMMP) utilizes a Business Travel Account (BTA) program that helps departments manage their travel costs. This is built around a centrally billed, cardless American Express (AMEX) account for airline, car rental, lodging and meeting and conference management. The BTA reduces travel expense claims (TEC) and includes customized accounting features to control costs. The program identifies opportunities for cost savings, economies of scale, and cooperative travel and meetings across departments and agencies.

**TRAVEL
REFERENCE**

The system includes the following benefits and safeguards:

- The ability to pre-audit trips either through State certified travel agencies and/or Southwest Airlines online booking tool (SWABIZ)
- Set travel cost limits
- Manage the reservation process for departments by their cost centers for air, car and lodging, by centrally billing through the BTA
- Monitor daily, weekly, monthly travel through the American Express online portal
- Produce pre-audit, post-audit, and travel agency reports, and travel manager/coordinator reports
- Bill travel expenses directly to each department
- Simplify and standardize travel expense claims (TEC) and reduce staff time
- Ensure compliance by making departments accountable for all travel through training and workshops
- Provide door-to-door coverage in case of an accident (\$350,000) while on state business
- Produce volume reports for airline, car rental, lodging and state travel ad hoc reports

The American Express Government Card is also available for frequent State travelers. Users assume all charge liability.

AUTHORIZATION

The [DGS Traveler Guide](#) contains the following information that will assist state managers, supervisors and other interested personnel in enforcing state travel policies. Among other things, the Traveler Guide contains the following information:

- [Traveler Best Practices](#)
- [SAM Travel Guide](#)
- [DPA Travel Policies and Regulations](#)

**PREVIOUS
MANAGEMENT
MEMO'S**

There are a number of management memos still in effect. Please visit the www.travel.dgs.ca.gov for a listing under Travel Bulletins.

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NOTIFICATION**

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