



DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL PROGRAM
TRAVEL BULLETIN

Travel Bulletin: # 16-03

Effective Date: March 14, 2016

SUBJECT: Department of General Services Price Book Changes

REFERENCE: Department of General Services 2015-16 Price Book

Overview	The purpose of this Travel Bulletin is to provide departments with information on changes to the service period and rate for the Travel Management Service Price Book fee, as well as changes to the service period for the Fuel Maintenance Price Book fee.
Price Book Service Period Adjustment	As a result of input from several departments, and in an effort to create an easier reconciliation process, the Department of General Services (DGS) is changing the service periods for the Travel Management Service Price Book fee and the Fuel Maintenance Price Book fee from calendar year to fiscal year.
Timeframe	Departments will receive an invoice in March 2016 for the 1 percent Travel Management Service and Fuel Maintenance Price Book fees incurred from January 1, 2015 through June 30, 2015. In July 2016, departments will be invoiced for travel and fuel expenditures incurred from July 1, 2015 through June 30, 2016. Moving forward, all Travel Management Services and Fuel Maintenance Price Book fees will be invoiced on a fiscal year schedule.
Price Book Rate Change	DGS will be reducing the rates for Travel Management Services for FY 2015-16 from 1 percent to 0.95 percent of the total travel-related spend and in 2016-17 rates will decrease to 0.75 percent of the total travel-related spend.
Resources	The DGS 2015-16 Price Book can be accessed with the link below: http://www.documents.dgs.ca.gov/ofs/PriceBook/PricebookCurrentVersion.pdf
DGS Program Contacts	For questions or additional information, contact: DGS Statewide Travel Program Katy LaFata, Travel Program Specialist 916-376-3995 Katy.LaFata@dgs.ca.gov DGS Fleet and Asset Management Phil Guenther, Fleet Analyst 916-928-7970 Phil.Guenther@dgs.ca.gov