



DEPARTMENT OF GENERAL SERVICES  
 STATEWIDE TRAVEL PROGRAM  
**TRAVEL BULLETIN**

**Travel Bulletin: #16-05-R (2)**

**Effective Date: November 1, 2016**

**Expiration Date: October 31, 2019**

**REVISED**

**SUBJECT: Travel Payment System**

**PURPOSE: Announcement of Contract Award for Travel Payment System Services**

**REFERENCE: Supersedes Travel Bulletin #13-03; DGS-OFA-OPPS-06 One Provider**

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| <p><b>Purpose</b></p>                               | <p>The purpose of this Travel Bulletin is to announce the award of a new Travel Payment System (TPS) contract for the State of California.</p> <p>The Department of General Services (DGS) Office of Fleet and Asset Management (OFAM) recently completed a solicitation for the TPS provider. After participation in a competitive Request for Proposal (RFP) process, the contract was awarded to Citibank, N. A.</p>  |
| <p><b>Contract Term</b></p>                         | <p>The contract term is November 1, 2016 through October 31, 2019.</p>   |
| <p><b>Overview, TPS Usage and Account Types</b></p> | <p>The TPS is the only authorized form of payment to pay, manage, reconcile and report travel and travel-related services of state agencies and optional users (participating entities). Travel and travel-related services include, but are not limited to airfare, travel agency transactions, commercial car rentals, rail tickets, ground transportation, electronic toll collection systems, parking, lodging, meeting and conference rentals.</p> <p>Management Memo #08-08, announcing “the payment and policy for all state-conducted meetings, conferences, events, seminars.....” remains in effect and is being updated to reference the newly contracted TPS.</p> <p><u>Account types include the following:</u></p> <p><i>Central Travel Account (CTA)</i> – Centrally-billed “ghostcard” accounts for payment of airline, rail, car rental and travel agency fees through the state’s contracted Travel Management Services provider.</p> <p><i>Meeting Card (MTG)</i> – Centrally-billed charge card for payment of consolidated lodging, meeting and conference hotel charges, and related meeting and conference charges (i.e., audio visual equipment rental), electronic toll collection, and electric vehicle charging stations.</p> |

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|  | <p><i>Individual Government Travel Card (IGT) – Individually-billed/liability charge card for payment of business-related travel expenses (i.e., lodging, parking, meals and incidentals).</i></p>  |
| <p><b>Contract Benefits</b></p>  | <ul style="list-style-type: none"> <li>• MasterCard Product - Unprecedented Global Acceptance</li> <li>• Annual Prompt Payment Incentive Available for Participating Entities</li> <li>• Reconciliation Improvements</li> <li>• Online Account Management Tool</li> <li>• Account Statement Access 24-Hours After Cycle Cut Date</li> <li>• System Training and Support</li> <li>• Virtual Card Number (VCN) Accounts – Optional Direct Bill Product, Typically Used for Hotel Room and Tax (Available for Use in 2<sup>nd</sup> Phase of Contract Roll-out / Late 2017)</li> <li>• Individual Government Travel Card Online Application</li> </ul> |
| <p><b>Resources and Training</b></p>                                       | <p>Program Administrator training and user guides available on CitiManager, the online account management tool.</p> <p>Cardholder 24-Hour Telephone Number: 1-800-248-4553</p> <p>DGS Travel Resources / Travel: <a href="http://www.dgs.ca.gov/travel">www.dgs.ca.gov/travel</a></p>   |
| <p><b>Citibank Account Manager Contacts for Program Administrators</b></p> | <p>Jenny Calderon<br/>1 (855) 241-0728, Option 2, Option 1, Extension 9541110<br/><a href="mailto:commercialcardcso@citi.com">commercialcardcso@citi.com</a></p> <p>Verlene Alexander Reed<br/>1 (855) 241-0728, Option 2, Option 1, Extension 9541101<br/><a href="mailto:commercialcardcso@citi.com">commercialcardcso@citi.com</a></p>   |
| <p><b>DGS Statewide Travel Program Contact</b></p>                         | <p>For additional contract information or assistance, please contact:</p> <p>Lori Wasson, Travel Program Specialist<br/>DGS Statewide Travel Program<br/>(916) 376-3992<br/><a href="mailto:lori.wasson@dgs.ca.gov">lori.wasson@dgs.ca.gov</a></p>  |