



Statewide Travel Program

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

# Quarterly Travel Coordinator Meeting

Department of General Services

Statewide Travel Program

May 9, 2019

# Agenda



**Introductions**



**STP  
Reminders  
& Updates**



**Travel  
Payment  
System  
Updates**



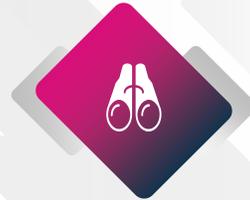
**REAL ID**



**Airline  
Updates**

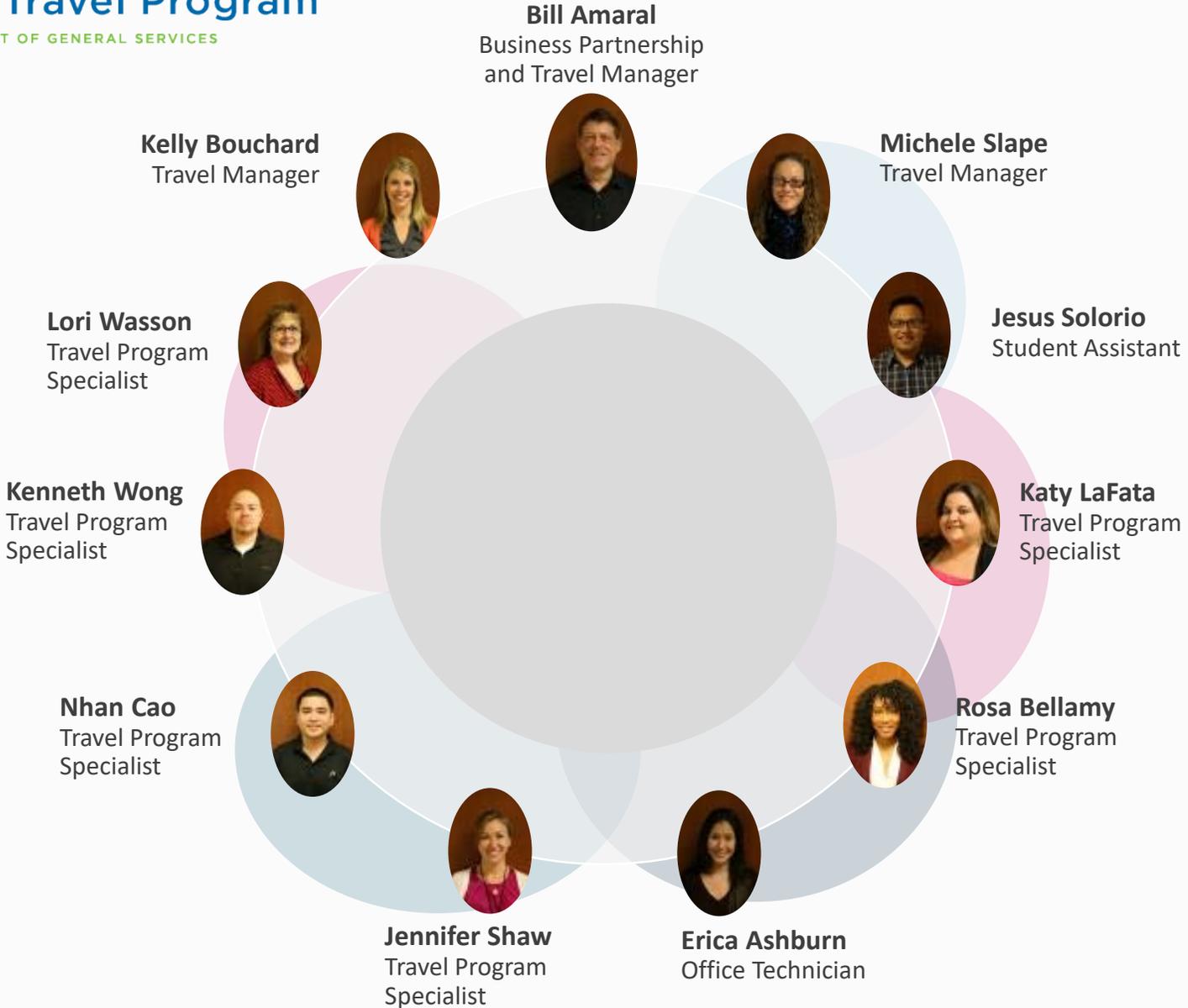


**Car Rental  
Updates**



**Concur  
Updates**

# STP STAFF





## STP Reminders and Updates

- ◆ STP Website Changes
  - Reach out to us if you have questions about locating documents, forms, etc.
- ◆ 737 MAX Aircrafts
  - Southwest's goal is to operate with as few cancellations as possible
  - Travelers are being proactively notified of their re-accommodated travel plans
- ◆ Consultant / Contractor Travel
- ◆ Travel Coordinator Training Opportunities



## STP Reminders and Updates

### ◆ CalHR Excess Lodging Forms (STD 255C)

- Exceptions to booking via Concur are typically for conferences or short-term rentals
- There are long-term benefits to booking in Concur that the traveler may not be aware of (for example, best interest of the state also includes what state/DGS gains from booking in Concur)
- Concur's star rating system indicates amenities available at hotels; it should not be used as a reason(s) for a higher lodging rate



### Payment Processing - Advance Airline Bookings

- State Controller's Office (SCO) - Payments cut if 60+ days from travel date
- Notify travelers – pricing is best at 30 days in advance
- Pay with Office Revolving Fund (ORF)
- Log & track ORF payments
- Submit reimbursement for ORF through SCO



### Reporting

- CitiManager PA = "CCRS" Access
- Reconciliation Report
  - Last 6 digits of billing account – all payments & credits
  - Last 6 digits of card account – all transactions
- Delinquency Report – Work with Citi or STP before 90 days
- Format being corrected to include all activity



## Prompt Payment Incentive (PPI)

- 16/17 Fiscal Year Rebate
  - 81 department rebates were incorrectly released to DGS – PPI Instructions form
  - DGS amended the misappropriated rebates using the TC-30 process = checks issued
  - SCO has completed a little over half (45 to date) – continuing to process
- 17/18 Fiscal Year Rebate
  - Citi will release rebate amounts via ACH/wire per bank routing & account numbers assigned on PPI Instructions form
  - STP will notify department TC/Acctg contacts of rebate amounts and issuance date
  - STP will prepare/submit the applicable TC-30 forms
    - Assigns where STO allocates department rebates
    - Determines where SCO deposits department rebates
- Working toward full issuance of both rebates by end of this Fiscal Year



### Fiscal Remit Numbers to Departments

- Email to Travel Coordinators and Accounting Contacts – March 7, 2019 / Procedures Document - How to Locate & Select Fi\$Cal ID
- Each Department using Fi\$Cal has their own Citibank centrally billed account numbers assigned to a specific remittance address ID within the Fi\$Cal system (Citibank Supplier ID 37360)
- The applicable Fi\$Cal remittance address ID needs to be selected to ensure correct Citibank account identification is printed on checks at issuance.

Look Up Address

Remit Supplier: 0000037360  
Remitting Address: =

Look Up Clear Cancel Basic Lookup

Search Results

| View 100 | Remitting Address        | Description | Address Line 1   | City       | County  | State | Country |
|----------|--------------------------|-------------|------------------|------------|---------|-------|---------|
| 1        | DO NOT USE               | DO NOT USE  | DO NOT USE       | SACRAMENTO | (blank) | CA    | USA     |
| 2        | AGING_CTA_54723300112632 |             | 5472330011263240 | PHOENIX    | (blank) | AZ    | USA     |
| 3        | ABC_5472330010994241     |             | 5472330010994241 | PHOENIX    | (blank) | AZ    | USA     |
| 4        | DFEH_5472330010994761    |             | 5472330010994761 | PHOENIX    | (blank) | AZ    | USA     |
| 5        | CSSA_5472330010998317    |             | 5472330010998317 | PHOENIX    | (blank) | AZ    | USA     |
| 6        | OEHHA_5472330010994738   |             | 5472330010994738 | PHOENIX    | (blank) | AZ    | USA     |
| 7        | ARTS_5472330010999497    |             | 5472330010999497 | PHOENIX    | (blank) | AZ    | USA     |
| 8        | DOF_5472330010999836     |             | 5472330010999836 | PHOENIX    | (blank) | AZ    | USA     |
| 9        | ALRB_5472330010991247    |             | 5472330010991247 | PHOENIX    | (blank) | AZ    | USA     |
| 10       | BCDC_5472330010998945    |             | 5472330010998945 | PHOENIX    | (blank) | AZ    | USA     |
| 11       | CSL_5472330010998986     |             | 5472330010998986 | PHOENIX    | (blank) | AZ    | USA     |
| 12       | CALRECYCLE_547233001099  |             | 5472330010994217 | PHOENIX    | (blank) | AZ    | USA     |
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| 14       | FISCAL_5472330010998093  |             | 5472330010998093 | PHOENIX    | (blank) | AZ    | USA     |
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| 16       | BCSH_5472330010999018    |             | 5472330010999018 | PHOENIX    | (blank) | AZ    | USA     |
| 17       | SSM_5472330010995792     |             | 5472330010995792 | PHOENIX    | (blank) | AZ    | USA     |
| 18       | BSCC_5472330010999000    |             | 5472330010999000 | PHOENIX    | (blank) | AZ    | USA     |
| 19       | CIRM_5472330011000410    |             | 5472330011000410 | PHOENIX    | (blank) | AZ    | USA     |
| 20       | CATC_5472330010999604    |             | 5472330010999604 | PHOENIX    | (blank) | AZ    | USA     |
| 21       | CCDA_5472330010994282    |             | 5472330010994282 | PHOENIX    | (blank) | AZ    | USA     |
| 22       | CSM_5472330010998051     |             | 5472330010998051 | PHOENIX    | (blank) | AZ    | USA     |
| 23       | CSWG_5472330010998994    |             | 5472330010998994 | PHOENIX    | (blank) | AZ    | USA     |
| 24       | FPCC_5472330011000279    |             | 5472330011000279 | PHOENIX    | (blank) | AZ    | USA     |
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# CITIBANK

Travel Payment System



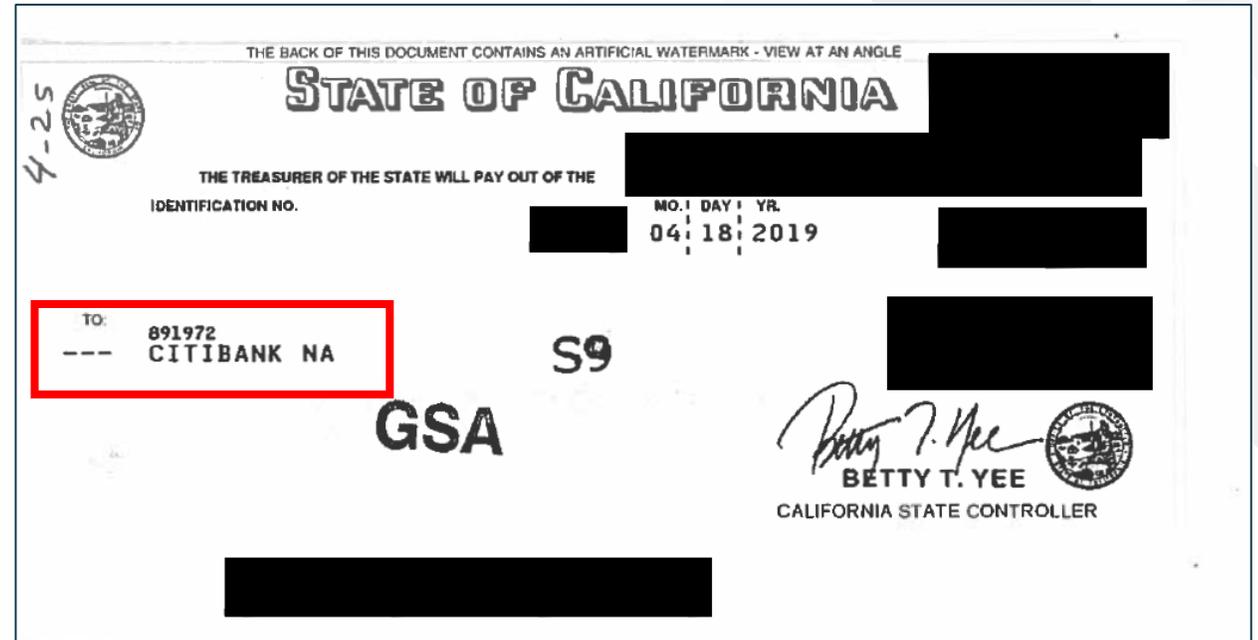
## Non-Fi\$Cal Users



- Please make sure to include the 16 digits account numbers on your check to ensure Citibank allocated the payments to the appropriate accounts.



- If the account number is not on the check; this can cause a delay up to 2-3 weeks for Citibank to research and post the payments to the appropriate accounts.



# REAL ID

A REAL ID driver license or ID card is required for air travel within the U.S. starting October 1, 2020



## What Is Real ID?

Beginning October 1, 2020, the federal government will require your driver license or identification card to be REAL ID compliant if you wish to use it as identification to board a domestic flight or enter secure federal facilities that require identification. The California DMV now offers federal compliant REAL ID driver licenses or identification cards.



## Do I need a REAL ID Driver License or Identification Card?

You do not need a REAL ID card if:

- You will not be boarding a domestic flight or visiting a secure federal facility, such as a military base
- OR will use other approved documents as identification.

If you don't choose a REAL ID card, you will receive a Federal Non-Compliant Card with the phrase "Federal Limits Apply."



## Who is Eligible for a REAL ID Driver License or Identification Card?

U.S. citizens and all legal residents of the United States can apply for a REAL ID driver license or identification card.



## How to Get a REAL ID:

In order to get a REAL ID you must go to a DMV office and bring proof of:

- 1 Identity (One document)
- 2 Social Security number (One document)
- 3 California residency (Two different documents)  
Beginning April 2019

NOTE: Name change document is required if the name on your identity document is different than your current legal name.

## PLAN AHEAD!

- An office visit is required
- Complete the online driver license/ID card application before you go
- Bring applicable fees



# Airline Updates



## Unused Ticket Credits

- Remind your travelers: Always cancel their airline reservations, for both non-refundable and refundable tickets
- Individual departments are responsible for tracking



## Airline Contracts Expire June 30, 2019



# Car Rental Updates



## Enterprise Receipts



## Process for Renting Specialty Vehicles

- Specialty Vehicle Reservation Form
  - Large SUVs, 12-15 passenger vans, cargo vans, ¾ ton trucks, box trucks, etc.
  - Email to: [CALGOVARADMIN@EHI.COM](mailto:CALGOVARADMIN@EHI.COM)



## Process for Renting a Long Term Vehicle (30 days or more)

- All state agencies must request a Long-Term Vehicle either in writing to the Fleet & Asset Management Unit (FAMS) at [famssupport@dgs.ca.gov](mailto:famssupport@dgs.ca.gov), , or by phone at (916) 928-4604. If your request is approved, the FAMS manager will notify STP of the approval. STP will work with the Enterprise who will create the long-term car rental account, make arrangements to have the vehicle(s) available, and provide branch location contact information to the requester.

# Concur New UI: Dual Fare Purchase

Southwest

10:45 AM SMF → 12:20 PM LAX Nonstop 1h 35m

04:40 PM LAX → 06:00 PM SMF Nonstop 1h 20m

Wanna Get Away **\$143.97**

Anytime **\$432.18**

Preferred Airline [Hide fares/details ^](#)

**DEPART** ✕ Mon, May 6 – Sacramento, CA to Los Angeles, CA [Hide details ^](#)

Mon, May 6 10:45a SMF → 12:20p LAX 1h 35m Southwest 1011  
235 lbs CO<sub>2</sub>

**Fare Options** Free Checked Bags

Wanna Get Away [View: Southwest](#) **\$74.98**

Anytime [View: Southwest](#) **\$216.09**

Business Select [View: Southwest](#) **\$236.77**

**RETURN** ✕ Tue, May 7 – Los Angeles, CA to Sacramento, CA [Hide details ^](#)

Tue, May 7 04:40p LAX → 06:00p SMF 1h 20m Southwest 2173  
235 lbs CO<sub>2</sub>

**Fare Options** Free Checked Bags

Wanna Get Away [View: Southwest](#) **\$68.99**

Anytime [View: Southwest](#) **\$216.09**

Business Select [View: Southwest](#) **\$236.77**

[Fare rules / Fare Details](#) — Ticket is non-refundable  **\$143.97**

Southwest

Delta <sup>1</sup>

06:00 AM SMF → 07:27 AM LAX Nonstop 1h 27m

03:25 PM LAX → 04:52 PM SMF Nonstop 1h 27m

<sup>1</sup> DL 5681 operated by COMPASS DBA DELTA CONNECTION

Basic Economy **\$148.60**

Main Cabin **\$208.60**

Preferred Airline [Hide fares/details ^](#)

**DEPART** ✕ Mon, May 6 – Sacramento, CA to Los Angeles, CA [Hide details ^](#)

Mon, May 6 06:00a SMF → 07:27a LAX 1h 27m Delta 1553 [View seats](#)  
Boeing 717 / 235 lbs CO<sub>2</sub>

**RETURN** ✕ Tue, May 7 – Los Angeles, CA to Sacramento, CA [Hide details ^](#)

Tue, May 7 03:25p LAX → 04:52p SMF 1h 27m Delta 5681 [View seats](#)  
Embraer E-175 / 235 lbs CO<sub>2</sub>  
Operated by COMPASS DBA DELTA CONNECTION

**Fare Options** Free Checked Bags Refundable

Basic Economy (E) [Rules](#) [Benefits/Services](#) 0 No  **\$148.60**

Main Cabin (T, X) [Rules](#) [Benefits/Services](#) 0 No  **\$208.60**

[View more fares](#)

Sabre

# AB 1887- South Carolina

In AB 1887, the California Legislature determined that "California must take action to avoid supporting or financing discrimination against lesbian, gay, bisexual, and transgender people." (Gov. Code, § 11139.8, subd. (a)(5).)

◆ Concur sites have been updated to reflect the new state

◆ Travel Bulletins are no longer issued every time a new state is added or removed

◆ Subscribe to CalHR HR Announcements or visit the AG's website for more information

## States Subject to AB 1887's Travel Prohibition

1. Alabama
2. Kansas
3. Kentucky
4. Mississippi
5. North Carolina
6. Oklahoma
7. South Carolina
8. South Dakota
9. Tennessee
10. Texas



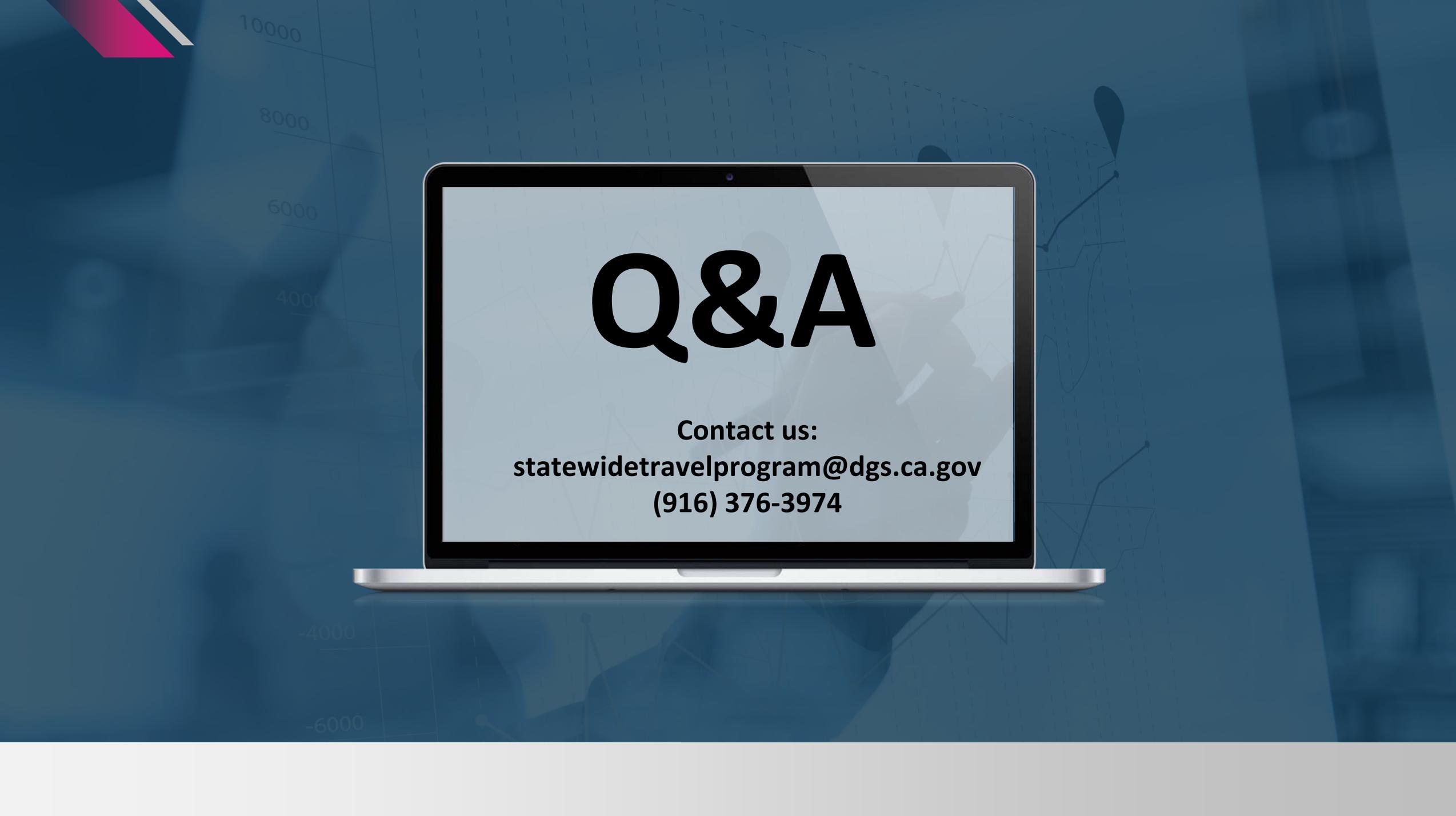
We want to hear from you!



Do you find value attending the Quarterly Travel Coordinator Meetings?



What topics would you most like to see presented/discussed at future Quarterly Travel Coordinator meetings?



# Q&A

Contact us:

[statewidetravelprogram@dgs.ca.gov](mailto:statewidetravelprogram@dgs.ca.gov)

(916) 376-3974