



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

---

**Travel Bulletin:** #23-01

**Effective Date:** April 5, 2023

**Expiration Date:** April 4, 2024

**SUBJECT:** Travel Management Services Provider Contract Extension and Amendment

**PURPOSE:** Notification of Contract Extension

**REFERENCE:** Agreement No. 5149904-001

---

**Purpose** This Travel Bulletin announces the extension of the Department of General Services (DGS) Travel Management Services (TMS) Provider contract with TravelStore, Inc.

**Contract Term** The term of this extension is April 5, 2023 through April 4, 2024.

#### **Contract Overview & Information**

The TMS Provider contract offers a full-service travel agency, CalTravelStore, with the convenience of an online booking tool, Concur, which is personalized to meet the travel needs of all government travelers.

#### **Making Business Travel Arrangements**

DGS Management Memo 14-03 requires all state agencies to make their business travel arrangements (airfare, hotel, commercial car rental and rail) through the DGS Statewide Travel Program. The TMS Provider may not be used for any personal (non-official business) arrangements or reservations.

Concur is available 24/7 and is the primary means for booking all business travel. For agent-assisted reservations, please call CalTravelStore at (877) 454-8785. CalTravelStore is available from 8 a.m. to 5 p.m., Monday through Friday. After-hours services are available outside of normal business hours to address urgent travel emergencies.

Concur training videos and user guides are available on the DGS Statewide Travel Program website.

## **Additional Resources**

DGS Statewide Travel Program:

<https://www.dgs.ca.gov/OFAM/Travel>

Concur Training Videos and User Guides:

<https://www.dgs.ca.gov/OFAM/Travel/Resources>

CalTravelStore:

<https://www.caltravelstore.com>

## **CalTravelStore Account Manager**

Anthony LaMarca, Director

CalTravelStore

(916) 830-5564

[Anthony.l@caltravelstore.com](mailto:Anthony.l@caltravelstore.com)

## **DGS Statewide Travel Program Contract Administrator**

For additional contract information or assistance, please contact:

Kenneth Wong, Program Manager

DGS Statewide Travel Program

(279) 946-8509

[Kenneth.Wong@dgs.ca.gov](mailto:Kenneth.Wong@dgs.ca.gov)