



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

Travel Bulletin: #23-03

Effective Date: November 1, 2023

Expiration Date: November 1, 2026

SUBJECT: Travel Payment Services (TPS)

PURPOSE: Announcement of Contract Award for TPS 5-23-99-37-01

REFERENCE: Supersedes Travel Bulletin #16-05 / Agreement #5159906

Purpose This Travel Bulletin announces the award of a new Travel Payment Services (TPS) contract for the state of California.

The Department of General Services (DGS) Office of Fleet and Asset Management (OFAM) completed a solicitation for the TPS provider utilizing a competitive Invitation to Negotiate (ITN) method. The contract was awarded to U.S. Bank.

Contract Term The term of the contract is for a three (3) year period from the “Go Live” date. The “Go Live” date is November 1, 2023. DGS may extend the contract for three (3) two-year options, with a maximum cumulative term period of nine (9) years.

Contract Overview & TPS Usage

The TPS contract is the only authorized form of payment to purchase, manage, reconcile, and report travel and travel-related services of state and other participating user agencies. Travel and travel-related services include, but are not limited to, airfare, rail, commercial car rental, lodging, ground transportation, parking, electronic toll collection systems, transportation network companies, and meeting and conference rentals.

[DGS State Administrative Manual \(SAM\) Section 4117.5](#) mandating the form of payment and policy for all state-conducted meetings, conferences, events, etc., remains in effect.

Various Account Types

- Centrally billed “ghost card” account for payment of airline, rail, car rental and travel agency fees through the state’s contracted Travel Management Services (TMS) provider.
- Centrally billed “ghost card” account for payment of lodging through the state’s contracted TMS provider.

- Centrally billed physical charge card for payment of consolidated lodging, meeting and conference hotel charges, and related meeting and conference charges (i.e., meeting space, room blocks, audio-visual services).
- Individually billed, individual liability charge card for frequent travelers for payment of business-related travel expenses (i.e., parking, meals, incidentals).

TPS Contract Benefits

- Visa Product - Unprecedented Global Acceptance
- Annual Prompt Payment Incentive Available for Participating User Agencies
- Online Account Management Tool – “Access Online”
- Online Account Statement Access
- Reporting and Reconciliation Tools
- System Training and Support

TPS Training and Resources

DGS Statewide Travel Program and U.S. Bank will provide online training workshops, web-based training, and training videos for all User Agency Program Administrators.

Corresponding resources and supplementary trainings will be provided as needed during the contract term and can be found on the [Statewide Travel Program Resources page](#).

DGS Statewide Travel Program Contacts

For additional TPS assistance, please contact:

DGS Statewide Travel Program
Phone: (916) 376-3974
Email: StatewideTravelProgram@dgs.ca.gov

For TPS contract information, please contact:

Lori Wasson, DGS Statewide Travel Program
Phone: (279) 946-8513
Email: Lori.Wasson@dgs.ca.gov