

# MANAGEMENT MEMO

SUBJECT:	NUMBER: <b>MM08-08</b>
<b>PAYMENT PROCESS FOR MEETING, CONFERENCE, AND EVENT RELATED EXPENSES</b>	DATE ISSUED: <b>JULY 1, 2008</b>
REFERENCES:	EXPIRES: <b>UNTIL RESCINDED</b>
	ISSUING AGENCY: <b>GENERAL SERVICES</b>

**PURPOSE** This Management Memorandum announces the new payment process for the contracting of state meetings, conferences and events. The American Express Payment system will now be the only authorized form of payment. This will provide meeting, conference and event data that will enable the state to effectively negotiate cost savings with the lodging and industry vendors.

**HISTORY** The Department of General Services (DGS), Office of Fleet & Asset Management (OFAM), entered into a contract with American Express to consolidate the State's travel expenditures. Contract benefits include:

- Travel and meeting assistance
- Lower costs and increased value of service
- Increased efficiency of the entire meeting, conference and event management process
- Improved consistency in contracting, reconciliation and payment

The American Express Payment System will consolidate the meeting, conference and event charges onto a single statement for improved accountability and will streamline the payment process. There is no cost to use the American Express Payment System.

**POLICY** Effective immediately, payment for all State-conducted meetings, conferences, events, seminars, workshops, off-sites, presentations, training, examination locations, forums, public hearings, trade shows, and job fairs when conducted at a lodging or event establishment shall be made utilizing the American Express Payment System Meeting Planners Account (MPA).

Authorized meeting and event expenses include but are not limited to:

- Meeting space for hotel, conference and convention centers
- Exhibit space
- Conference meals
- Hotel business services (faxing, photocopying)
- Audio visual and telecommunications rentals and services
- Meeting planner consultant fees
- Air transportation
- Ground transportation including shuttle companies and car rentals

## STATE ADMINISTRATIVE MANUAL

**POLICY (cont.)** The DGS is dedicated to assisting departments with the training needed for the payment of all meetings, conferences and events with the MPA. In 2008, DGS will establish a new Meeting & Conference Office to assist departments with their travel and planning needs. This office will work with vendors to get the best value possible and to continually improve options.

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**PROCEDURE** For all meeting and event contracts between the State of California and a lodging and/or meeting industry vendor, the contract must include the American Express Payment System (MPA) as the method of payment. If you do not currently have an existing MPA for your department or agency, please contact Shawn Campbell at American Express for assistance. Additional information may be found at [www.travel.dgs.ca.gov](http://www.travel.dgs.ca.gov)

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**AMERICAN EXPRESS CONTACT** Shawn Campbell, Dedicated Account Representative  
State Hotel Programs Coordinator  
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**DGS CONTACT** Donna Carey, Statewide Travel Manager  
DGS Statewide Travel Program  
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**ADDITIONAL RESOURCES** The DGS and American Express jointly produce the California Government Travel and Lodging Guide. The guide assists employees in the selection of lodging, meeting planning services and business traveler assistance and can be found at the following [www.catravelsmart.com](http://www.catravelsmart.com)

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**SIGNATURE** Original signed by Will Bush, Director

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Will Bush, Director  
Department of General Services

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