



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

Travel Bulletin: #16-05

Effective Date: November 1, 2016

Expiration Date: October 31 2019

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

Purpose

The purpose of this Travel Bulletin is to announce the award of a new Travel Payment System (TPS) contract for the State of California.

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.

Contract Term

The contract term is November 1, 2016 through October 31, 2019.

Overview TPS Usage and Account Types

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. 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.

Account types include the following:

Central Travel Account (CTA) – Centrally-billed “ghostcard” accounts for payment of airline, rail, car rental and travel agency fees through the state’s contracted Travel Management Services provider.

Meeting Card (MTG) – 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.

Individual Government Travel Card (IGT) – Individually-billed/liability charge card for payment of business-related travel expenses (i.e., lodging, parking, meals and incidentals).

Contract Benefits

- MasterCard Product - Unprecedented Global Acceptance
- Annual Prompt Payment Incentive Available for Participating Entities
- Reconciliation Improvements
- Online Account Management Tool
- Account Statement Access 24-Hours After Cycle Cut Date
- System Training and Support
- Virtual Card Number (VCN) Accounts – Optional Direct Bill Product, Typically Used for Hotel Room and Tax (Available for Use in 2nd Phase of Contract Roll-out / Late 2017)
- Individual Government Travel Card Online Application

Resources and Training

Program Administrator training and user guides available on CitiManager, the online account management tool.

Customer Service for Program Administrators: 1-855-247-0728, Opt 2, Opt 1 Extension 9541101

Cardholder 24-Hour Telephone Number: 1-800-248-4553

DGS Travel Resources / Travel = [Statewide Travel Program website](#)

Citibank Account Managers

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DGS Statewide Travel Program Contact

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