



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

Travel Bulletin: # 18-02

Effective Date: April 4, 2018

Expiration Date: April 4, 2020

SUBJECT: Travel Management Services (TMS) Provider Contract Extension and Amendment

PURPOSE: Notification of the TMS Provider Contract Extension

REFERENCE: Agreement No. 5149904-001; Travel Bulletin 15-02

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 4, 2018 through April 4, 2020.

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

Concur is the online booking tool for making business travel arrangements. Concur is available 24 hours a day, seven days a week. Log into Concur [from the Caltravelstore website](#).

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

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.

CalTravelStore Account Manager

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