



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

Travel Bulletin: #19-03

Effective Date: November 1, 2019

Expiration Date: October 31, 2021

SUBJECT: Travel Payment System

PURPOSE: Extension of Travel Payment System (TPS) Contract with Citibank N.A.

REFERENCE: Travel Bulletin # 16-05

Purpose and Summary

This Travel Bulletin announces the extension of the Department of General Services (DGS) Travel Payment System (TPS) contract with Citibank, N. A.

The term of this extension is November 1, 2019 through October 31, 2021, with an additional two-year extension option available.

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.

The extension necessitates each participating entity provide a signed Participating Agreement (Std. 213A) to the Statewide Travel Program (STP) for further processing to Citibank. The form will be sent to departmental travel coordinators for signature and immediate return to STP.

DGS Statewide Travel Program Contact

For additional contract information or assistance, please contact:

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