



Quarterly Travel Coordinator Meeting

Department of General Services
Statewide Travel Program

Wednesday January 31, 2018

Agenda

- o **Statewide Travel Program Updates**
 - o Citibank
 - o Virtual Card Number (VCN)
- o **Featured Presentation:**
 - o Gregory Bell, Airbnb
 - o Demo & Q/A
 - o Gemma Newlove and Vanessa Snow, Uber for Business
 - o Demo & Q/A
- o **Open Discussion**

The Funny Side of Travel

o <https://www.youtube.com/watch?v=tJm0aqbOnSI>

Citibank

Citibank Program Administrator

- o CitiManager - Online Account Management System

- o Monthly Log-In

- o Download / Print Billing Account Statements

- o Run Report(s)

- o Statements

- o Payment Remittance Address – does NOT match statement

- o Non-Fi\$cal Departments – Full Billing Account Number on payment/check front !!!!

- o Fi\$cal Departments – Select applicable Supplier ID

Citibank (continued)

o Reporting

o Web Tools

o “Save As” in My Reports or Export (do not change/save to report template)

o Common CitiManager Error Messages and Resolutions

o Frequently Asked Program Administrator Questions

o Billing Account and Card Delinquencies

o Research payment(s)

o Verify payment posting in CitiManger

o Best Practice = Monthly from statement cycle cut (minimum)

o If not posted, contact departmental payment unit and/or the State Controller’s Office for status of check

o Contact STP - statewidetravelprogram@dgs.ca.gov

Citibank (continued)

o Training

o Recorded Program Administrator Webinar

- o Covers how to log in, how to view your card and billing accounts, how to download statements, and how to add additional PA's.

o Upcoming

- o Recorded training on reporting – where to access reports, how to run and save applicable reports, scheduling specific reports for monthly or weekly receipt.

o User Guidebooks & Instructions & Webinar

- o STP website =

<http://www.dgs.ca.gov/travel/Programs/Citibank.aspx>

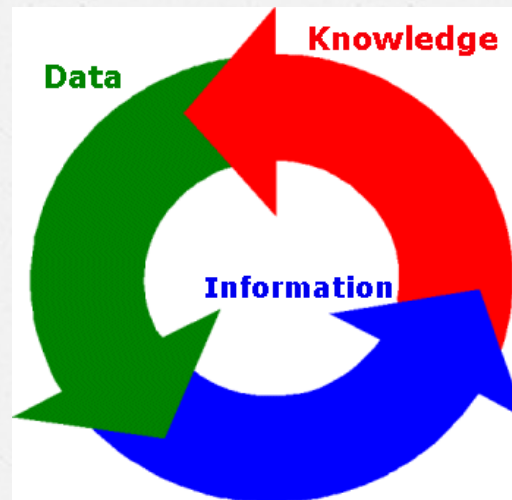
- o “Forms for Payment and Account Management Resources” and “Training” tabs

Citibank (continued)

- o Prompt Payment Incentive –
 - o Based on each department's average speed of pay in a 12-month period.
 - o ACH or Fed-Wire Payments issued by Citibank to Depts.
 - o Checks Not an Option
 - o Completed Forms Due TODAY (1/31/18)
 - o If not already submitted, required immediately!!
 - o If already submitted, THANK YOU for your compliance.
 - o A Prompt Payment incentive cannot be issued by Citibank without the Instructions form being processed through STP.
- o State Treasurer's Office Contact - (916) 653-2917
 - o Bank Routing (ABA) Number
 - o Bank Account Number
 - o Specify Fed-Wire or ACH (payment format)

Virtual Card Number (VCN) Update

- o VCN Pilot Status
 - o DGS – Still piloting to acquire data.
 - o Continue to pilot for the next couple of months.



Featured Presentation

Featured Presentation:

- Gregory Bell, Airbnb

- Demo

- Q/A

- Gemma Newlove & Vanessa Snow, Uber for Business

- Demo

- Q/A

Next Meeting

o May 2, 2018

o 9:00 am to 11:00 am

o Ziggurat Auditorium

