

# DGS TRAVEL COORDINATOR MEETING

9/20/2017

Statewide Travel Program

# AGENDA



- ◉ Welcome

- <https://www.youtube.com/watch?v=YCoQwZ9BQ9Q>

- ◉ Introductions

- ◉ SCO Q & A

- ◉ STP Updates

- Citibank
- TMS Contract
- Airline Contracts - Amendment #3
- Sacramento International Airport (SMF) - Mark Davis
- Hotels

# INTRODUCTIONS

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- ◉ Bill Amaral, Business Partnership and Travel Manager
- ◉ Michele Slape, Program Manager
- ◉ Georgia Kattenhorn, Travel Specialist
- ◉ Lori Wasson, Travel Specialist
- ◉ Kelly Bouchard, Travel Specialist
- ◉ Katy LaFata, Travel Specialist
- ◉ Cecilia Pérez Dunn, Travel Specialist
- ◉ Davide Bolognesi, Travel Specialist (new)

# SCO UPDATES AND Q & A

## Speakers:

Miguel González  
Jutta Wiechec



# CITIBANK UPDATE

- Reconciliation Report
  - If using, provide feedback to STP
  - If not using, why?
- Prompt Payment Incentive
  - Payment Instructions for Rebate form
  - Annual payment - 90 days after 12<sup>th</sup> month cycle cut (February)
- Virtual Card Number (VCN)
  - Pilot - DGS and 7 other participating entities
  - Initially hotel and tax only
  - Roles & Responsibilities - Hard coding requirement

# TMS CONTRACT UPDATE

- ◎ Concur Self-Registration Links
- ◎ Park N' Fly - New Link for Discounted Rate
  - <https://www.pnf.com/book/0135300>
  - Still available in Concur to book - no booking fee or cancellation fee for reservations made in Concur
  - Gives travelers a 25% discount - still must follow state travel policies for most economical airport parking
- ◎ DGS Price Book Update for State Agencies

# AIRLINES - CONTRACT AMENDMENT #3

- ◉ New City Pairs Added to Contracts with Alaska, Delta, JetBlue and Virgin
- ◉ 1 Extension remaining - 2018
  - 7/1/18 - 6/30/2019
- ◉ SMF Airport Updates - Mark Davis
  - EV Charging Stations
  - +

# HOTELS / MANAGED LODGING UPDATE

## ◉ Hotel Cancellation Policy Changes

- 48 hour cancellation
- 2 major chains so far
- Marriott June 2017 effective
- Hilton July 2017 effective
- Please remind travelers to review cancellation policies in Concur CAREFULLY

## ◉ Managed Lodging

- Finally getting off the ground!!!
- 12-month pilot in Sacramento County planned to start January 1
- Invitation for Bids completed, with Procurement
- Multiple contracts to be awarded to avoid limiting traveler options



# COMPLIANCE CERTIFICATES

Agricultural Labor Relations Board.....	89.6%
Atascadero State Hospital.....	100%
CalEPA.....	100%
Coalinga State Hospital.....	100%
Community Services & Development.....	80.0%
Department of Aging.....	87.5%
Department of Conservation.....	85.7%
Department of Finance.....	80.2%
Department of Food and Agriculture.....	88.8%
Department of General Services.....	81.4%
Department of Industrial Relations.....	86.2%
Department of Motor Vehicles.....	88.2%
Department of Water Resources.....	85.2%
Developmental Services Canyon Springs.....	100%
Developmental Services Fairview.....	100%

# COMPLIANCE CERTIFICATES

Developmental Services Porterville.....	100%
Developmental Services Sonoma.....	100%
Diagnostic Center North.....	100%
Fair Employment and Housing.....	80.5%
First 5 California.....	100%
Gambling Control Commission.....	100%
High Speed Rail.....	94.0%
Housing and Community Development.....	93.0%
Housing Finance Agency.....	80.4%
Napa Superior Court.....	100%
Office of Environmental Health Hazard Assessment.....	89.5%
Office of Systems Integration.....	82.9%
Office of the Inspector General.....	98.2%

# COMPLIANCE CERTIFICATES

Parks and Recreation.....	83.2%
Patton State Hospital.....	100%
Pesticide Regulation.....	82.7%
Public Defender.....	100%
Public Employee Relations Board.....	85.7%
Salinas Valley State Hospital.....	100%
San Mateo Superior Court.....	100%
Sierra Nevada Conservancy.....	100%
State Personnel Board.....	89.7%
Water Resources Control Board.....	85.2%

# HONORABLE MENTION

These agencies narrowly missed the cut for a certificate.

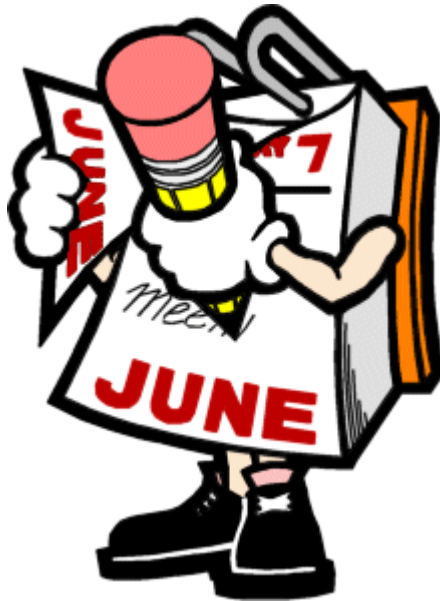
Please keep doing what you're doing and you'll be on the list next time!!!!

Cal Recycle.....	79.9%
Fish and Wildlife.....	78.5%
Metropolitan State Hospital.....	78.6%

# OPEN DISCUSSION / QUESTIONS AND ANSWERS



# NEXT TRAVEL COORDINATOR MEETING



- ◉ *January 31, 2018*
- ◉ *Ziggurat  
Auditorium*
- ◉ *9:00 AM - 11:00 AM*

THANK YOU ALL FOR ATTENDING!!!

