

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

- ◉ 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 12th 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!!!

