



Statewide Travel Program

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Quarterly Travel Coordinator Meeting

Department of General Services

Statewide Travel Program

May 9, 2019

Agenda



Introductions



**STP
Reminders
& Updates**



**Travel
Payment
System
Updates**



REAL ID



**Airline
Updates**



**Car Rental
Updates**

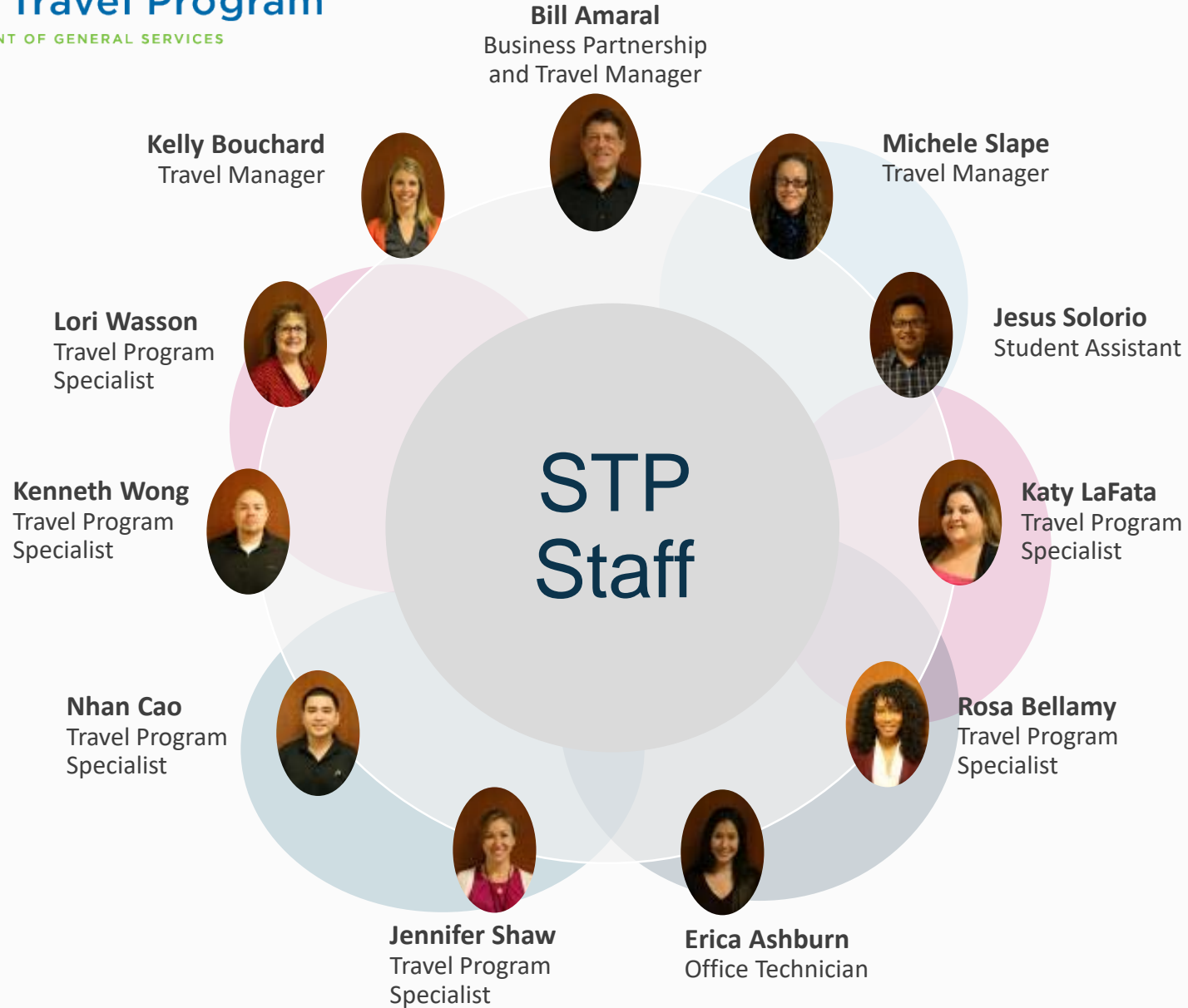


**Concur
Updates**



Statewide Travel Program

CALIFORNIA DEPARTMENT OF GENERAL SERVICES





STP Reminders and Updates

STP Website Changes

- Reach out to us if you have questions about locating documents, forms, etc.

737 MAX Aircrafts

- Southwest's goal is to operate with as few cancellations as possible
- Travelers are being proactively notified of their re-accommodated travel plans

Consultant / Contractor Travel

Travel Coordinator Training Opportunities



STP Reminders and Updates

CalHR Excess Lodging Forms (STD 255C)

- Exceptions to booking via Concur are typically for conferences or short-term rentals
- There are long-term benefits to booking in Concur that the traveler may not be aware of (for example, best interest of the state also includes what state/DGS gains from booking in Concur)
- Concur's star rating system indicates amenities available at hotels; it should not be used as a reason(s) for a higher lodging rate



Payment Processing - Advance Airline Bookings

- State Controller's Office (SCO) - Payments cut if 60+ days from travel date
- Notify travelers – pricing is best at 30 days in advance
- Pay with Office Revolving Fund (ORF)
- Log & track ORF payments
- Submit reimbursement for ORF through SCO



Reporting

- CitiManager PA = "CCRS" Access
- Reconciliation Report
 - Last 6 digits of billing account – all payments & credits
 - Last 6 digits of card account – all transactions
- Delinquency Report – Work with Citi or STP before 90 days
- Format being corrected to include all activity

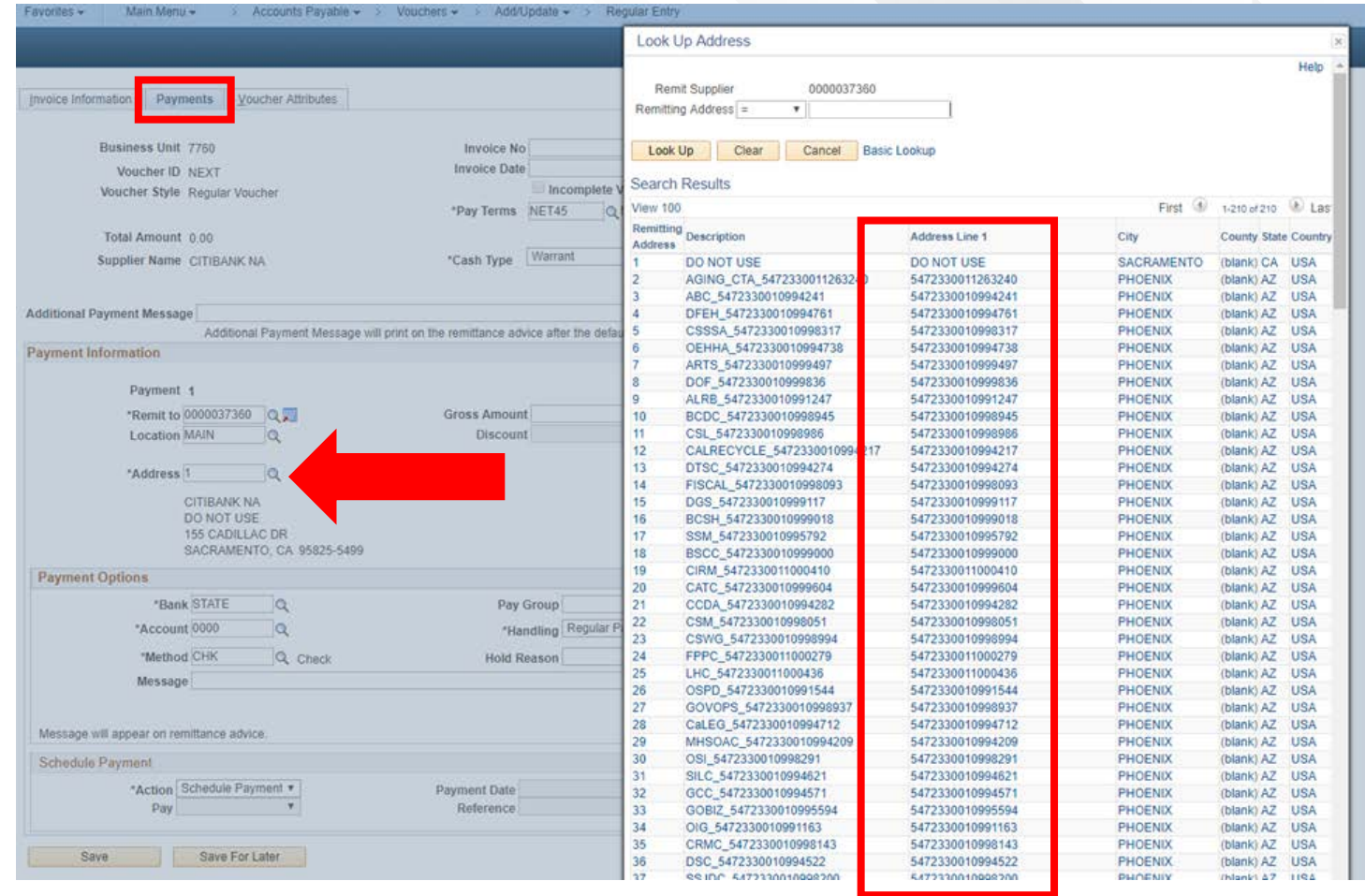


Prompt Payment Incentive (PPI)

- 16/17 Fiscal Year Rebate
 - 81 department rebates were incorrectly released to DGS – PPI Instructions form
 - DGS amended the misappropriated rebates using the TC-30 process = checks issued
 - SCO has completed a little over half (45 to date) – continuing to process
- 17/18 Fiscal Year Rebate
 - Citi will release rebate amounts via ACH/wire per bank routing & account numbers assigned on PPI Instructions form
 - STP will notify department TC/Acctg contacts of rebate amounts and issuance date
 - STP will prepare/submit the applicable TC-30 forms
 - Assigns where STO allocates department rebates
 - Determines where SCO deposits department rebates
- Working toward full issuance of both rebates by end of this Fiscal Year

Fiscal Remit Numbers to Departments

- Email to Travel Coordinators and Accounting Contacts – March 7, 2019 / Procedures Document - How to Locate & Select Fi\$Cal ID
- Each Department using Fi\$Cal has their own Citibank centrally billed account numbers assigned to a specific remittance address ID within the Fi\$Cal system (Citibank Supplier ID 37360)
- The applicable Fi\$Cal remittance address ID needs to be selected to ensure correct Citibank account identification is printed on checks at issuance.



The screenshot displays the Citibank Travel Payment System interface. The 'Payments' tab is selected, showing fields for Business Unit (7760), Invoice No., Invoice Date, Voucher ID (NEXT), Voucher Style (Regular Voucher), Total Amount (0.00), and Supplier Name (CITIBANK NA). A red box highlights the 'Payments' tab. A red arrow points to the 'Address 1' field in the 'Payment Information' section, which contains the address: CITIBANK NA, DO NOT USE, 155 CADILLAC DR, SACRAMENTO, CA 95825-5499.

The 'Look Up Address' window is open, showing a search for Remit Supplier 0000037360. The 'Search Results' table lists various addresses, with the first column 'Address Line 1' highlighted by a red box. The table includes columns for Address Line 1, City, County, State, and Country.

Address Line 1	City	County	State	Country
DO NOT USE	SACRAMENTO	(blank)	CA	USA
AGING_CTA_5472330011263240	PHOENIX	(blank)	AZ	USA
ABC_5472330010994241	PHOENIX	(blank)	AZ	USA
Dfeh_5472330010994761	PHOENIX	(blank)	AZ	USA
CSSA_5472330010998317	PHOENIX	(blank)	AZ	USA
OEHA_5472330010994738	PHOENIX	(blank)	AZ	USA
ARTS_547233001099497	PHOENIX	(blank)	AZ	USA
DOF_5472330010998936	PHOENIX	(blank)	AZ	USA
ALRB_5472330010991247	PHOENIX	(blank)	AZ	USA
BCDC_5472330010998945	PHOENIX	(blank)	AZ	USA
CSL_5472330010998986	PHOENIX	(blank)	AZ	USA
CALRECYCLE_5472330010994217	PHOENIX	(blank)	AZ	USA
DTSC_5472330010994274	PHOENIX	(blank)	AZ	USA
FISCAL_5472330010998093	PHOENIX	(blank)	AZ	USA
DGS_5472330010999117	PHOENIX	(blank)	AZ	USA
BCSH_5472330010999018	PHOENIX	(blank)	AZ	USA
SSM_5472330010995792	PHOENIX	(blank)	AZ	USA
BSCC_5472330010999000	PHOENIX	(blank)	AZ	USA
CIRM_5472330011000410	PHOENIX	(blank)	AZ	USA
CATC_5472330010999604	PHOENIX	(blank)	AZ	USA
CCDA_5472330010994282	PHOENIX	(blank)	AZ	USA
CSM_5472330010998051	PHOENIX	(blank)	AZ	USA
CSWG_5472330010998994	PHOENIX	(blank)	AZ	USA
FPFC_5472330011000279	PHOENIX	(blank)	AZ	USA
LHC_5472330011000436	PHOENIX	(blank)	AZ	USA
OSPD_5472330010991544	PHOENIX	(blank)	AZ	USA
GOVOPS_5472330010998937	PHOENIX	(blank)	AZ	USA
CalEG_5472330010994712	PHOENIX	(blank)	AZ	USA
MHSOAC_5472330010994209	PHOENIX	(blank)	AZ	USA
OSI_5472330010998291	PHOENIX	(blank)	AZ	USA
SILC_5472330010994621	PHOENIX	(blank)	AZ	USA
GCC_5472330010994571	PHOENIX	(blank)	AZ	USA
GOBIZ_5472330010995594	PHOENIX	(blank)	AZ	USA
OIG_5472330010991163	PHOENIX	(blank)	AZ	USA
CRMC_5472330010998143	PHOENIX	(blank)	AZ	USA
DSC_5472330010994522	PHOENIX	(blank)	AZ	USA
SEIUC_5472330010998700	PHOENIX	(blank)	AZ	USA

CITIBANK

Travel Payment System

Non-Fi\$Cal Users



- Please make sure to include the 16 digits account numbers on your check to ensure Citibank allocated the payments to the appropriate accounts.



- If the account number is not on the check; this can cause a delay up to 2-3 weeks for Citibank to research and post the payments to the appropriate accounts.



THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - VIEW AT AN ANGLE

4-25

STATE OF CALIFORNIA

THE TREASURER OF THE STATE WILL PAY OUT OF THE

IDENTIFICATION NO. [REDACTED]

MO. DAY YR.
04 18 2019

TO: 891972
--- CITIBANK NA

S9

GSA

[REDACTED]

Betty T. Yee
BETTY T. YEE
CALIFORNIA STATE CONTROLLER

[REDACTED]

REAL ID

A REAL ID driver license or ID card is required for air travel within the U.S. starting October 1, 2020



What Is Real ID?

Beginning October 1, 2020, the federal government will require your driver license or identification card to be REAL ID compliant if you wish to use it as identification to board a domestic flight or enter secure federal facilities that require identification. The California DMV now offers federal compliant REAL ID driver licenses or identification cards.



Do I need a REAL ID Driver License or Identification Card?

You do not need a REAL ID card if:

- You will not be boarding a domestic flight or visiting a secure federal facility, such as a military base
- OR will use other approved documents as identification.

If you don't choose a REAL ID card, you will receive a Federal Non-Compliant Card with the phrase "Federal Limits Apply."



Who is Eligible for a REAL ID Driver License or Identification Card?

U.S. citizens and all legal residents of the United States can apply for a REAL ID driver license or identification card.



How to Get a REAL ID:

In order to get a REAL ID you must go to a DMV office and bring proof of:

- 1 Identity (One document)
- 2 Social Security number (One document)
- 3 California residency (Two different documents)
Beginning April 2019


NOTE: Name change document is required if the name on your identity document is different than your current legal name.

PLAN AHEAD!

- An office visit is required
- Complete the online driver license/ID card application before you go
- Bring applicable fees

REAL ID

What Does a REAL ID Card Look Like?

A REAL ID driver license and identification card has a  in the top right corner.

Federal requirements go into effect 10/1/2020



If I Don't apply for a REAL ID, Which Card Will I Receive?

You will receive a Federal Non-Compliant driver license or identification card with the phrase "Federal Limits Apply."



Do I need a REAL ID driver license or identification card?



Do you travel by airplane or visit federal facilities?

YES

NO



Do you have a valid passport, military ID or other federally approved document?

NO

YES


You **DO NOT** need a REAL ID card.

However, you will need to use your federally approved document to board a domestic flight or enter secure facilities.

You **WILL NEED** a REAL ID card

You need to visit a DMV office with the required documents.

SAVE TIME: Fill out your driver license application online before you visit!

A  identifies a federal compliant REAL ID driver license and identification card.



You will receive a Federal Non-Compliant card

- NOT** allowed for boarding a plane starting October 1, 2020.
- NOT** allowed to enter a secure federal facility starting October 1, 2020.
- May require showing further evidence of legal presence to purchase a firearm.



For more information visit REALID.dmv.ca.gov

Airline Updates



Unused Ticket Credits

- Remind your travelers: Always cancel their airline reservations, for both non-refundable and refundable tickets
- Individual departments are responsible for tracking



Airline Contracts Expire June 30, 2019



Car Rental Updates



Enterprise Receipts



Process for Renting Specialty Vehicles

- Specialty Vehicle Reservation Form
 - Large SUVs, 12-15 passenger vans, cargo vans, ¾ ton trucks, box trucks, etc.
 - Email to: **CALGOVARADMIN@EHI.COM**



Process for Renting a Long Term Vehicle (30 days or more)

- All state agencies must request a Long-Term Vehicle either in writing to the Fleet & Asset Management Unit (FAMS) at famssupport@dgs.ca.gov, or by phone at (916) 928-4604. If your request is approved, the FAMS manager will notify STP of the approval. STP will work with the Enterprise who will create the long-term car rental account, make arrangements to have the vehicle(s) available, and provide branch location contact information to the requester.

Concur New UI: Dual Fare Purchase

Southwest

10:45 AM SMF → 12:20 PM LAX

Nonstop

1h 35m

04:40 PM LAX → 06:00 PM SMF

Nonstop

1h 20m

Wanna Get Away

\$143.97

Select

Anytime

\$432.18

Select

Preferred Airline

Hide fares/details ^

DEPART

✕ Mon, May 6 – Sacramento, CA to Los Angeles, CA

Hide details ^

Mon, May 6

10:45a SMF → 12:20p LAX

1h 35m

Southwest 1011

235 lbs CO₂

Fare Options

Free Checked Bags

Wanna Get Away

View: Southwest

\$74.98

●

Anytime

View: Southwest

\$216.09

○

Business Select

View: Southwest

\$236.77

○

RETURN

✕ Tue, May 7 – Los Angeles, CA to Sacramento, CA

Hide details ^

Tue, May 7

04:40p LAX → 06:00p SMF

1h 20m

Southwest 2173

235 lbs CO₂

Fare Options

Free Checked Bags

Wanna Get Away

View: Southwest

\$68.99

●

Anytime

View: Southwest

\$216.09

○

Business Select

View: Southwest

\$236.77

○

Fare rules / Fare Details — Ticket is non-refundable

✓

\$143.97

Southwest

Delta¹

06:00 AM SMF → 07:27 AM LAX

Nonstop

1h 27m

03:25 PM LAX → 04:52 PM SMF

Nonstop

1h 27m

Basic Economy

\$148.60

Select

Main Cabin

\$208.60

Select

¹ DL 5681 operated by COMPASS DBA DELTA CONNECTION

Preferred Airline

Hide fares/details ^

DEPART

✕ Mon, May 6 – Sacramento, CA to Los Angeles, CA

Hide details ^

Mon, May 6

06:00a SMF → 07:27a LAX

1h 27m

Delta 1553

View seats

Boeing 717 / 235 lbs CO₂

RETURN

✕ Tue, May 7 – Los Angeles, CA to Sacramento, CA

Hide details ^

Tue, May 7

03:25p LAX → 04:52p SMF

1h 27m

Delta 5681

View seats

Embraer E-175 / 235 lbs CO₂

Operated by COMPASS DBA DELTA CONNECTION

Fare Options

Free Checked Bags

Refundable

Basic Economy (E)

Rules Benefits/Services

0

No

✓

\$148.60

Main Cabin (T, X)

Rules Benefits/Services

0

No

✓

\$208.60

View more fares

Sabre



AB 1887- South Carolina

In AB 1887, the California Legislature determined that "California must take action to avoid supporting or financing discrimination against lesbian, gay, bisexual, and transgender people." (Gov. Code, § 11139.8, subd. (a)(5).)

- ◆ Concur sites have been updated to reflect the new state
- ◆ Travel Bulletins are no longer issued every time a new state is added or removed
- ◆ Subscribe to CalHR HR Announcements or visit the AG's website for more information

States Subject to AB 1887's Travel Prohibition

- | | |
|-------------------|-------------------|
| 1. Alabama | 6. Oklahoma |
| 2. Kansas | 7. South Carolina |
| 3. Kentucky | 8. South Dakota |
| 4. Mississippi | 9. Tennessee |
| 5. North Carolina | 10. Texas |



We want to hear from you!



Do you find value attending the Quarterly Travel Coordinator Meetings?



What topics would you most like to see presented/discussed at future Quarterly Travel Coordinator meetings?



Q&A

Contact us:
statewidetravelprogram@dgs.ca.gov
(916) 376-3974