

# Quarterly Travel Coordinator Meeting

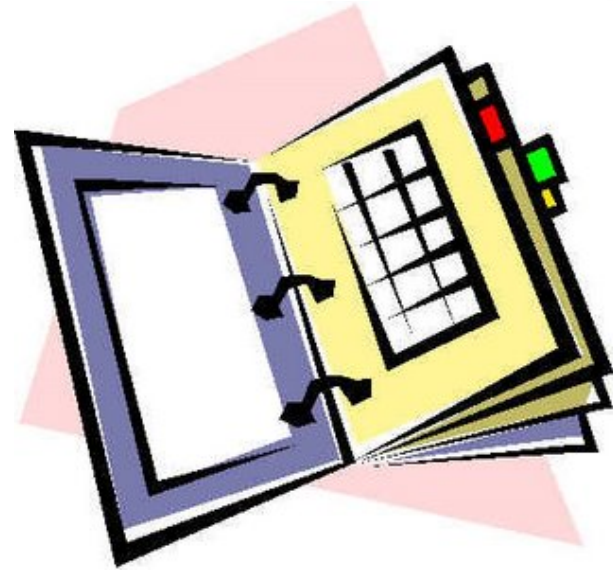
Department of General Services  
Statewide Travel Program

January 30, 2019



# Agenda

- STP Staff Introductions
- Travel Program Updates & Reminders
- Featured Presentation
  - Virtual Card Numbers (VCN) & SNAP Reporting Tool
- Questions and Answers / Discussion



# STP Staff Introductions

- Bill Amaral, Business Partnership Manager
- Kelly Bouchard, Travel Program Manager
- Michele Slape, Travel Program Manager
- Lori Wasson, Travel Program Specialist
- Davide Bolognesi, Travel Program Specialist
- Katy LaFata, Travel Program Specialist
- Jennifer Shaw, Travel Program Specialist
- Kenneth Wong, Travel Program Specialist
- Rosa Bellamy, Travel Program Specialist **\*\*New\*\***
- Nhan Cao, Staff Services Analyst **\*\*New\*\***
- Erica Ashburn, Office Technician
- Jesus Solorio, Student Assistant

# Travel Program Updates

## Concur Updates:

- Frequent Flyer/Reward Program numbers are no longer masked in the Concur profile (gender and DOB are still, however).
- Enterprise rates in the search matrix have changed from daily rates to the estimated total based on the search criteria.

# Travel Program Updates












## Concur Updates:

- Example: One-day rental

PICK UP: (SMF) ON WED, JAN 30 12:00 PM  
RETURN: THU, JAN 31 12:00 PM

Show as USD ▼

[Hide matrix](#) [Print / Email](#)

All 32 results	 Economy Car	 Compact Car	 Intermediate Car	 Standard Car	 Standard Convertible	 Full-size Car	 Premium Car	 Luxury Car	 Mini Van	Full
 Preferred		43.31	43.42	45.94	114.64	46.24	86.09	114.43	73.08	
 Less Preferred		43.31	43.42	45.94	114.64	46.24	86.09	114.43	73.08	

Sorted By: Policy - Most Compliant ▼

Displaying: 2 out of 32 results. ?



### Intermediate Car - \$33.96 per day (Sabre)

Automatic transmission  
Unlimited miles, Pick-up: Terminal: SMF  
Adults: 4, Large bags: 1, Small bags: 2  
(Corporate rate)

Total cost\*

\$43.42

Preferred Car Vendor for General Services

[Location details](#)

# Travel Program Updates

## New Website, Coming Soon!

- **Tentatively** scheduled to “Go Live” on February 15<sup>th</sup>
- URL will be changing:  
Current: ~~<http://www.dgs.ca.gov/travel/>~~  
New: <http://www.dgs.ca.gov/OFAM/Travel>
- All webpages and documents will have new links.
- Notification will go out once the new DGS website is live.

# Travel Program Updates



As a result of increased program compliance and the many successes of the STP, DGS began offsetting all \$5 transaction fees in December 2018. Fee offsetting will occur through FY 18/19 and DGS plans to continue offsetting fees in the future based on BCP approval, expenditure authority and supporting revenue.

Additionally, DGS hopes to continue to offset additional transaction fees in the future as compliance levels continue to increase.

On your *State Activity Detail* reports provided by TravelStore MIS, a new column titled “Paid by DGS” has been added.

Please note that DGS will only offset \$5 transaction fees for those participating agencies who are compliant with our program/user requirements and policies.

# Travel Program Updates

I	J	K	L	M	N	O	P	Q
ITINERARY	DEPART DATE	TRAVEL TYPE	VENDOR NAME	TICKET/CONF NO	TOTAL FARE	Fee Type	Fee Amount	Paid by DGS
SMF/ONT/SMF	1/10/2019	Dom. Air	SOUTHWEST AIRLINES	2412442903	167.64	On-line	\$ 7.00	\$ -
SMF	11/28/2018	Car	Enterprise Rent-A-Car	1277629203COUNT	33.96	On-line	\$ -	\$ 5.00
SMF	11/28/2018	Car	Enterprise Rent-A-Car	1277630133COUNT	67.92	On-line	\$ -	\$ -
FAT	11/28/2018	Hotel	Radisson Hotel Fresno Conf Center	RSQB9MR	90	On-line	\$ -	\$ 5.00
SMF/BUR/SMF	12/6/2018	Dom. Air	SOUTHWEST AIRLINES	2412489817	102.07	On-line	\$ -	\$ -
SAN	11/27/2018	Car	Enterprise Rent-A-Car	1846893255COUNT	67.92	On-line	\$ -	\$ 5.00
SAN	11/27/2018	Hotel	Riviera Oaks Resort	43585SB000132	296.67	On-line	\$ -	\$ 5.00
SMF	11/29/2018	Car	Enterprise Rent-A-Car	1047779850COU	33.96	On-line	\$ -	\$ -
ONT/SMF	11/29/2018	Dom. Air	SOUTHWEST AIRLINES	2412523130	231.12	On-line	\$ 7.00	\$ -
SBA	11/26/2018	Hotel	Pea Soup Andersens Inn	74138SB035899	71.1	On-line	\$ -	\$ 5.00
SMF/BUR	12/6/2018	Dom. Air	SOUTHWEST AIRLINES	2412754745	231.12	On-line	\$ 7.00	\$ -
BUR/SMF	12/6/2018	Dom. Air	SOUTHWEST AIRLINES	2412756793	231.12	On-line	\$ 7.00	\$ -
SMF/BUR/SMF	12/6/2018	Dom. Air	SOUTHWEST AIRLINES	2412768591	462.24	On-line	\$ 7.00	\$ -
BUR	11/28/2018	Car	Enterprise Rent-A-Car	1047801592COU	33.96	On-line	\$ -	\$ 5.00
RDD	12/6/2018	Hotel	Red Lion Redding	4U8ZBQ07E	90	On-line	\$ -	\$ 5.00
SNA	11/27/2018	Car	Enterprise Rent-A-Car	1502692218COU	33.96	On-line	\$ -	\$ -
SNA	11/27/2018	Hotel	Hilton Garden Inn Irvine Orange County Airport	3501899836	120	On-line	\$ -	\$ -
SMF/SNA/SMF	11/27/2018	Dom. Air	SOUTHWEST AIRLINES	2412826016	499.86	On-line	\$ 7.00	\$ -
SMF	11/27/2018	Hotel	Holiday Inn Express Hotel Suites Sacramento	27773941	285	Agent Assisted	\$ 12.00	\$ -
FAT	12/4/2018	Hotel	Bw Village Inn	353293502	89.09	On-line	\$ -	\$ 5.00
SMF	12/4/2018	Car	Enterprise Rent-A-Car	2027656896COUNT	33.96	On-line	\$ -	\$ -
BUR	12/5/2018	Car	Enterprise Rent-A-Car	1047815144COU	67.92	On-line	\$ -	\$ -
SMF/BUR/SMF	12/5/2018	Dom. Air	SOUTHWEST AIRLINES	2412901944	370.37	On-line	\$ 7.00	\$ -
LAX	12/5/2018	Hotel	Westin Bonaventure Hotel	95132730	322	On-line	\$ -	\$ -
SMF	11/28/2018	Hotel	Bw Shadow Inn	113403304	90.9	On-line	\$ -	\$ -
SMF	11/28/2018	Car	Enterprise Rent-A-Car	1047817471COU	33.96	On-line	\$ -	\$ -
ONT/SMF/ONT	11/28/2018	Dom. Air	SOUTHWEST AIRLINES	2412926348	462.24	On-line	\$ 7.00	\$ -
SMF/SAN/SMF	12/11/2018	Dom. Air	SOUTHWEST AIRLINES	2412941633	37.75	On-line	\$ 7.00	\$ -
ONT	12/3/2018	Hotel	Lake Elsinore Inn	290603100	72.89	On-line	\$ -	\$ -
SMF/ONT/SMF	12/3/2018	Dom. Air	SOUTHWEST AIRLINES	2412942979	462.24	On-line	\$ 7.00	\$ -
LAX	12/3/2018	Car	Enterprise Rent-A-Car	1178488847COU	36.02	On-line	\$ -	\$ -
SMF/LAX/SMF	12/3/2018	Dom. Air	SOUTHWEST AIRLINES	2412942977	416.28	On-line	\$ 7.00	\$ -
LAX	12/3/2018	Car	Enterprise Rent-A-Car	1178493029COU	33.96	On-line	\$ -	\$ -
SMF/LAX/SMF	12/3/2018	Dom. Air	SOUTHWEST AIRLINES	2412971198	416.28	On-line	\$ 7.00	\$ -
SNA	12/12/2018	Car	Enterprise Rent-A-Car	1502696040COU	33.96	On-line	\$ -	\$ -
SMF/SNA/SMF	12/12/2018	Dom. Air	SOUTHWEST AIRLINES	2412976771	413.29	On-line	\$ 7.00	\$ -
SMF/LAX/SMF	12/3/2018	Dom. Air	SOUTHWEST AIRLINES	2412987789	416.28	On-line	\$ 7.00	\$ -



# Travel Program Updates

## STP Contact List Updates

- Please notify STP with any contact changes for Travel Coordinator, Manager, or Accounting staff.
  - This contact information is provided to our vendors (Citibank, Enterprise, and TravelStore) to ensure staff receive the most current program updates, reports, statements, etc.
- We've provided a contact form for you to email us or you may bring the contact form with you to the Quarterly Travel Coordinator meetings.



Statewide Travel Program can be reached at:  
[statewidetravelprogram@dgs.ca.gov](mailto:statewidetravelprogram@dgs.ca.gov) or (916) 376-3974

# Travel Program Updates

## Southwest Refundable Tickets



Southwest has changed their ticket policy.

- Prior to October 10, 2018, any change to fully refundable ticket purchases resulted in a conversion to a non-refundable ticket.
- Effective October 10, 2018, changes to fully refundable ticket purchases will remain fully refundable.
- This applies only to tickets purchased on or after October 10, 2018.

Fares that are considered refundable on Southwest include:

- Anytime fares
- Business Select fares

# Travel Program Updates

## **Alaska Adds Basic Economy**

- Effective January 7, 2019, Alaska Airlines now offers Basic Economy fares.
- THE FINE PRINT
  - Does Not allow seat selection
  - Does Not allow changes
  - Does Not allow cancellations (for refund)
  - Placement in LAST boarding group
  - Does allow carry-on luggage
  - Does allow mileage accrual
- THE BOTTOM LINE
  - Not recommended as it is highly restrictive and does not offer state travelers the flexibility needed to conduct business

# Travel Program Updates

## Travel Payment System – Citibank Reminders

- Centrally Billed Account (CBA) vs Centrally Billed Card (CBC)
  - CBA used for payments only / not transactions
  - CBA shows balance due / CBC shows zero amount due
- Payment issuance
  - Include full 16-digit billing account number on check
    - Fi\$Cal includes the CBA # in warrant address field
      - Know your department's Fi\$Cal line #s
  - Prevent unidentified warrants
  - Delays posting
  - Negatively affects Prompt Payment Incentive



# Travel Program Updates

## Travel Payment System – Citibank Reminders

- Issue separate payments for each account type (CTA, MTG, VCA)
- Multiple payment processing timeframes from issue to post
- Program Administrators follow-up on issued payments
  - Verify posting in CitiManager within 30 days of issuance
  - Work with Citibank or STP if posting not found
- Monthly reporting in CitiManager – Web Tools
  - Responsibility of the department PA to audit their own accounts
    - STP available for assistance, not full resolution
  - STP is developing an audit template to provide to departments





# Travel Program Updates

## Travel Payment System – Citibank Reminders

- Citibank remittance address is same as on the statement:

**Citibank**

**P.O. BOX 78025**

**Phoenix, AZ 85062-8025**

- For overnight delivery/rush payments, use:

**Citibank**

**Attn: Payment Processing Center 78025**

**1820 E. Sky Harbor Circle South STE 150**

**Phoenix, AZ 85034**

**RUSH**

# Travel Program Reminders

## Travel Payment System – Citibank Reminders

- CitiManager customized user guides are available on the DGS travel website –  
[www.dgs.ca.gov/travel/Programs/Citibank.aspx](http://www.dgs.ca.gov/travel/Programs/Citibank.aspx)
- To obtain PA Call-In Access to Citibank, complete a New Program Administrator form (access on DGS Travel website / opens correctly in Internet Explorer)
- Submit the completed form to STP for processing to Citibank
  - A maximum of 2 active PAs per department can receive Call-In Access at the same time

# Featured Presentation: Virtual Card Numbers (VCN)

**According to a recent private sector poll:**

**“Employees lend companies \$1.6 Billion in monthly expenses. 2 in 3 employees currently pay for work-related expenses with their own money”**

**-ConfermaPay**





# Virtual Card Numbers (VCN)

- VCN's are issued under the terms of our contract with Citibank that will be used to pay for hotel room, tax & resort charges only.
  - Will create a new hierarchy for a Virtual Card Account (VCA) in Citibank to download and reconcile monthly statements
- Unique 16-digit virtual card number deployed at time of reservation, by ConfermaPay
  - Automates the credit card authorization process
- The VCN payment is a Mastercard account number.



# Virtual Card Numbers (VCN)

- Just like physical cards:
  - VCN's also carry an expiration date, and a CVV.
  - The unique virtual number can be used for a single payment, specific for merchant (hotel), amount and date range.
  - This "alias" number is indistinguishable from an ordinary credit card number and the department's actual credit card number is never revealed to the merchant.



# VCN Benefits

- Relieves travelers from “floating” the cost of state travel
  - Improves traveler satisfaction and increases morale
- Travelers are no longer required to have a personal credit card stored in their Concur profile.
- Reduces the amount of, and the need for travel advances and the recoupment process
- Reduces fraud
  - Numbers are good for a specific time, at a specific hotel, for a specific traveler for their check-in and check-out dates and other strict criteria
- Captures detailed spend data and accounting codes at the time of deployment
  - Reduces reconciliation time for accounting staff
- Increases incentives and commissions through increased compliance
  - The State receives a spend incentive from Citibank and commissions from hotels that are being used to pay fees for our customer agencies

# How TC's & Travelers Will Make Hotel Reservations w/ VCN

- Make your hotel reservation using Concur or by calling CalTravelStore.
  - If you book on Concur, you will be presented with a drop down menu to select the form of payment. Select Virtual Payment and continue booking as you would normally.
- If you are calling CalTravelStore, let the travel agent know that you would like the hotel to be virtually paid.

# VCN Reservations in Concur

## With a Personal CC in Concur

### ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in. ?

#### Hotel Guest

[Edit](#) | [Review all](#)

Name: Kenneth Gregory Wong Phone: 9163763976

#### Hotel Program [Add a Program](#)

### REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Kimpton Hotel Palomar	\$174.00	Apr 16 - Apr 17	\$174.00
Total Estimated Cost: \$174.00*			
Total Due Now: \$0.00**			

\* May not include taxes or additional fees.

\*\* Remaining amount due at hotel location.

### SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

[Add credit card](#)

\* Indicates credit card is a company card

## Without a Personal CC in Concur

Ensure the name below matches the I.D. shown on the day of check-in. ?

#### Hotel Guest

Name: William Agent Never Phone: 9163769374

#### Hotel Program [Add a Program](#)

### REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Sacramento Marriott Rancho Cordova	\$95.00	Feb 21 - Feb 22	\$95.00
Total Estimated Cost: \$95.00*			
Total Due Now: \$0.00**			

\* May not include taxes or additional fees.

\*\* Remaining amount due at hotel location.

### METHOD OF PAYMENT

This purchase will be charged to your company directly.

### ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

#### Sacramento Marriott Rancho Cordova



Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 95.00

TOTAL RATE: 108.30 USD

CANCEL 2 DAYS PRIOR TO ARRIVAL

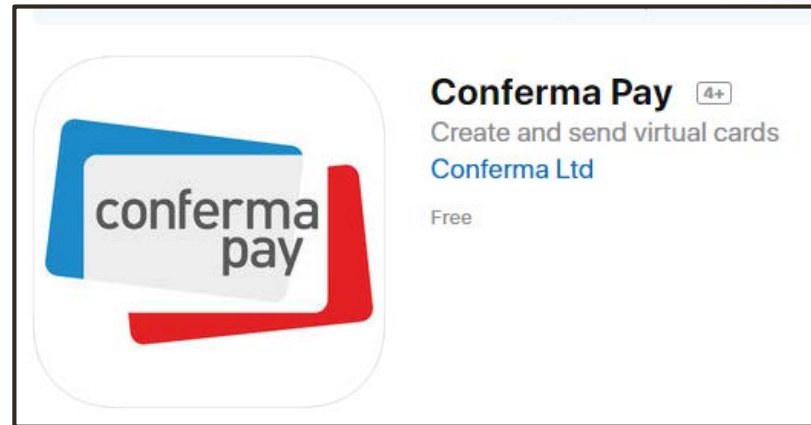
☐ I agree to the hotel's rate rules, restrictions, and cancellation policy.

# VCN Deployment Fees

- DGS has recently announced the ability to now offset all \$5 transaction fees, so VCN's are no cost to our customer agencies.
- DGS is charged a \$5 fee for every VCN deployment associated with a hotel reservation.
- If you use the “hold” function in Concur, please keep in mind DGS will still be charged a deployment fee.
  - Holding multiple hotels = multiple deployment fees.
- To avoid excess fees
  - Add your hotel to an existing air or car reservation in Concur to avoid additional transaction fees.

# ConfermaPay App

**ConfermaPay** is available for most smartphones. It will allow you to manage the VCN process for your reservations.



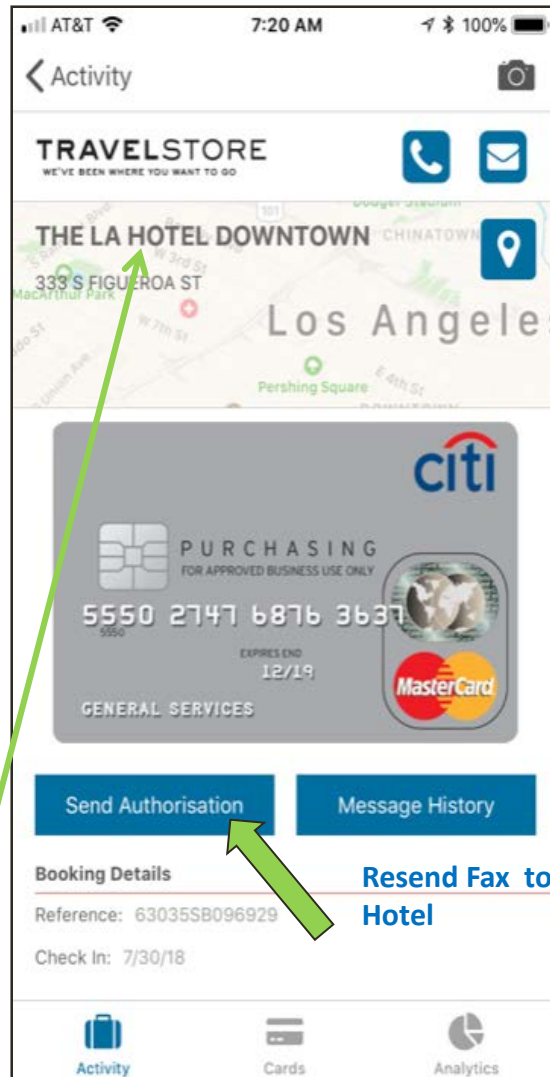
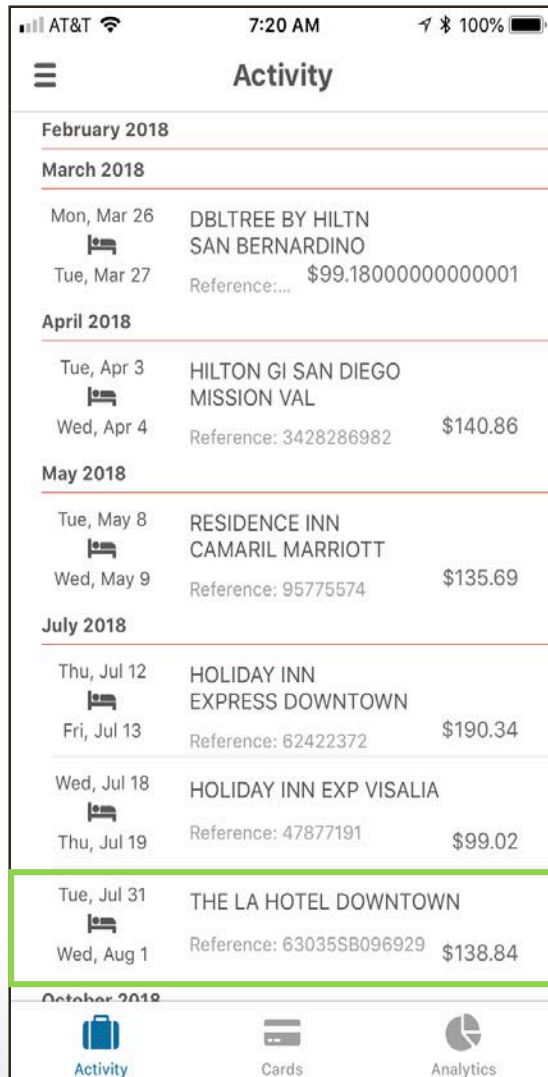
Refer to the ConfermaPay set-up user guide.

**\*NOTE\*** The app is not required, but strongly recommended to ensure ease of use for VCN's





# ConfermaPay App cont.





# Required Forms for a TEC with a VCN Transaction

## For all travelers:

1. Itinerary **must** be included with your TEC.
  - a) Itineraries will show the hotel was booked through Concur and **virtually paid**.
2. Attach folio(s) as usual to your TEC.
  - a) Make sure you don't include room/tax on the TEC as a reimbursable expense when using the VCN.
3. Hotel folio should note **“virtually paid”** for room/tax.
  - a) Itemize any other folios to indicate “personal charges” and/or “business expenses”.

A copy of the hotel folio will be included in the Citibank report to ensure there are no duplicate payments made for any virtually paid hotel charges.

# TEC using CalATERS

- VCN lodging expenses should be listed as Payment Type “Department Paid” – do not select Corporate Card
- All other personal expenses (incidentals, meals, parking) should be listed as “Cash”

**\*You **must** include a copy of your itinerary with your CalATERS claim. Itineraries will show the hotel was booked through the STP and is virtually paid.**

[illegible]

# Sample Concur Itinerary with a VCN Deployment

\*Please note the remarks field on the itinerary. Internal controls are required so no duplicate payments are made. A copy of the itinerary will be required with the Travel Expense Claim.

OTHER	Sunday, 23JUN 2019
-------	--------------------

WE APPRECIATE YOUR BUSINESS

PLEASE TAKE A MOMENT TO FILL OUT OUR CUSTOMER SERVICE SURVEY AT [WWW.SURVEYMONKEY.COM/R/HQHJ8PF](http://WWW.SURVEYMONKEY.COM/R/HQHJ8PF)

CA TRAVEL STORE PHONE NUMBER 877 454-8785  
**A VIRTUAL PAYMENT FOR THE HOTEL WAS DEPLOYED**  
NO CARDS REQUESTED ON THIS ITINERARY

PLEASE PRESENT/RECONFIRM YOUR FREQUENT TRAVELER NUMBER UPON CHECK IN.  
FOR AFTER HOURS EMERGENCY SERVICE WHILE TRAVELING WITHIN  
THE U.S. PLEASE CALL 1-877-454-8785  
AND USE VIT CODE - SRX0F.  
YOUR RECORD LOCATOR IS - ZEQSSC  
A FEE APPLIES TO ALL EMERGENCY ASSISTANCE CALLS AND IS IN  
ADDITION TO STANDARD PROCESSING FEES.  
IF THE TOLL FREE NUMBER LISTED DOES NOT WORK FROM YOUR  
CALLING AREA THEN YOU MAY CALL 916-376-3989 DIRECT.  
SOUTHWEST TICKETS ARE VALID ON SOUTHWEST AIRLINES ONLY.  
SOUTHWEST DOES NOT PRE-ASSIGN SEATS  
ALL FLIGHTS REQUIRE CHECK IN ONLINE OR AT THE AIRPORT

**Ticket/Invoice Information**

Ticket for: KENNETH GREGORY WONG  
Ticket Nbr: WN2431540347 Electronic Tkt: No Amount: 173.46  
Base: 134.76 Tax: 38.70  
Charged to: CA\*\*\*\*\*1428

Total Tickets: 173.46  
Total Amount: 173.46

# Sample TEC and VCN Folio

Sheraton Ontario Airport  
429 N Vineyard Ave  
Ontario, CA 91764  
United States  
Tel: 909-937-8000 Fax: 909-937-8028



Sheraton®

Kelly May Bouchard

Page Number : 1 Invoice Nbr : 235296  
Guest Number : 499182  
Folio ID : A  
Arrive Date : 14-DEC-17 18:15  
Depart Date : 15-DEC-17 08:51  
No. Of Guest : 1  
Room Number : 425  
Club Account :

Copy Tax Invoice

Tax ID :

Sheraton Ontario DEC-15-2017 10:50 CFALL

Date	Reference	Description	Charges (USD)	Credits (USD)
14-DEC-17	RT425	Room Government	90.00	
14-DEC-17	RT425	Room Tax	10.58	
14-DEC-17	RT425	Tourism Tax	1.80	
15-DEC-17	MC	MasterCard-1335		-102.38

\*\*\*For Authorization Purpose Only\*\*\*

xxxxxx1335

Date	Code	Authorized
15-DEC-17	089018	121.5

** Total	102.38	-102.38
*** Balance	0.00	

virtually  
paid

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences, and everything you seek when traveling. Book your next stay at Sheraton.com

Continued on the next page

# STD 255c – Excess Lodging Form

- VCN does not change current processes / policies.
- Any hotel room rate above the short-term lodging reimbursement rate requires a STD 255C to be approved prior to the trip.
  - Short-term lodging reimbursement rates can be found on the CalHR website at <http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx>
- NOTE – A STD 255C under \$250 can be approved internally by immediate supervisor. Anything over \$250 must be approved by CalHR.

# SNAP Reporting Tool for VCN








- **SNAP is Conferma's reporting and reconciliation tool.**
  - **Automated Reconciliation Process** – SNAP streamlines the accounts payable and reconciliation processes with accurate data provided by Citibank alongside the deployment data that was captured on creation of the virtual card.
  - **Customized Data** – Report can be tailored to each department's requirements, ensuring the data is presented in a format that is consistent with existing processes.
  - **Compliance** – SNAP's extensive reporting capability enforces compliance with spend policies. SNAP provides a complete audit trail of department spend, this help eliminates the risk of employee initiated misuse or fraud.

The screenshot displays the SNAP Reporting Tool interface. The top navigation bar includes the SNAP logo, a home icon, a user profile icon labeled 'Logged In: Nhan Cao', and a HELPDESK button. The left sidebar contains a 'REPORTING' section with a 'Card Pool' dropdown, a 'Report Type' dropdown, a 'Report' dropdown, a 'Run Report' button, and a 'Customise Reports' link. The main content area is titled 'OVERVIEW' and features a table with the following columns: Card Pool, Use Type, Last Statement Date, Transactions, and Transaction Total. The table lists eight card pools, all with 'Multi Type' use and 'Not Set' last statement dates. The 'GENERAL SERVICES' card pool shows 31 transactions and a total of 7,842.27 USD, while all other card pools show 0 transactions and 0.00 USD. A search bar at the bottom left of the table is labeled 'Filter Card Pools...'. The bottom right corner indicates '1 of 1' with navigation arrows.

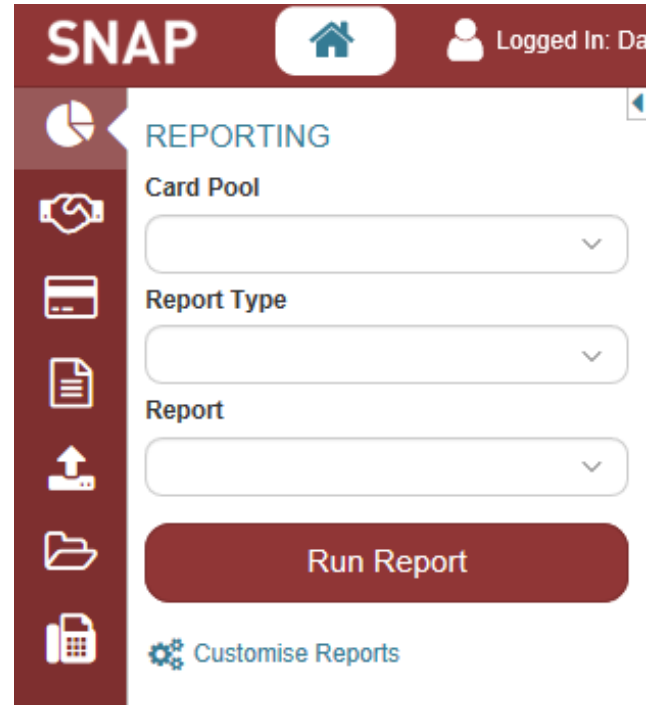
Card Pool	Use Type	Last Statement Date	Transactions	Transaction Total
EDUCATION	Multi Type	Not Set	0	0.00 USD
GENERAL SERVICES	Multi Type	25/11/2018	31	7,842.27 USD
HUMBOLDT	Multi Type	Not Set	0	0.00 USD
INST REGENERATIVE MED	Multi Type	Not Set	0	0.00 USD
JUSTICE	Multi Type	Not Set	0	0.00 USD
LOS ANGELES COUNTY	Multi Type	Not Set	0	0.00 USD
SACRAMENTO COUNTY	Multi Type	Not Set	0	0.00 USD
STRAWBERRY COMMISSION	Multi Type	Not Set	0	0.00 USD

# SNAP Reporting Tool for VCN

- **SNAP Navigation Tool:**


-  Reporting
-  Transactions
-  Deployments
-  Invoices
-  Invoice/Documents Upload
-  Documents
-  Invoice Reminders

- Each option on the menu enables you to filter search results to control what is visible in the main SNAP display work area.





































The screenshot shows the SNAP Reporting Tool interface. At the top, there is a dark red header with the 'SNAP' logo, a home icon, and a user profile icon labeled 'Logged In: Da'. Below the header, a vertical sidebar on the left contains icons for Reporting (selected), Transactions, Deployments, Invoices, Invoice/Documents Upload, Documents, and Invoice Reminders. The main content area is titled 'REPORTING' and features three dropdown menus: 'Card Pool', 'Report Type', and 'Report'. Below these menus is a large red button labeled 'Run Report'. At the bottom of the main area, there is a link with a gear icon labeled 'Customise Reports'.

# SNAP Reporting Tool for VCN

- **The  Documents** section is primarily used to capture e-invoices/folios submitted by the hotels and/or via ConfermaPay by the travelers. The system will automatically attach the documents to the corresponding deployment within the SNAP Tool.

## DOCUMENTS

Search Results									
ID	Upload Date	Upload Method	Uploaded By	Uploaded To	File Type	File Name	Card Pool	Invoice	Deployment
4981594	26/11/2018 18:48	 Email	e-Invoice Importer	jgfvupja@cspinvoice.com	 PDF Document	4981594.pdf	GENERAL SERVICES	Not Set	23255175
4981602	26/11/2018 18:49	 Email	e-Invoice Importer	lemrpsed@cspinvoice.com	 PDF Document	4981602.pdf	GENERAL SERVICES	Not Set	23255223
4981618	26/11/2018 18:51	 Email	e-Invoice Importer	ncgqurgj@cspinvoice.com	 PDF Document	4981618.pdf	GENERAL SERVICES	Not Set	23255263
4981621	26/11/2018 18:52	 Email	e-Invoice Importer	nkeamglq@cspinvoice.com	 PDF Document	4981621.pdf	GENERAL SERVICES	Not Set	23255321
4984589	26/11/2018 22:04	 Email	e-Invoice Importer	xbyxrsuv@cspinvoice.com	 PDF Document	4984589.pdf	GENERAL SERVICES	Not Set	25666462
4984590	26/11/2018 22:04	 Email	e-Invoice Importer	xbyxrsuv@cspinvoice.com	 PDF Document	rl_gst_folio134...37.pdf	GENERAL SERVICES	Not Set	25666462
4998248	28/11/2018 15:49	 File	kelly.bouchard@dgs.ca.gov	Not Set	 Jpeg Image	image.jpg	GENERAL SERVICES	Not Set	26783488
4998255	28/11/2018 15:50	 File	Rosa.bellamy@dgs.ca.gov	Not Set	 Jpeg Image	image.jpg	GENERAL SERVICES	Not Set	26783474
4998585	28/11/2018 16:19	 File	Kenneth.wong@dgs.ca.gov	Not Set	 Jpeg Image	image.jpg	GENERAL SERVICES	Not Set	26783424
5093521	10/12/2018 19:07	 File	bill.amaral@dgs.ca.gov	Not Set	 Jpeg Image	image.jpg	GENERAL SERVICES	Not Set	26396519
5113686	12/12/2018 16:43	 File	kelly.bouchard@dgs.ca.gov	Not Set	 Jpeg Image	image.jpg	GENERAL SERVICES	Not Set	27289486
5134315	14/12/2018 23:47	 Email	e-Invoice Importer	hscbtvg@cspinvoice.com	 PDF Document	FOLIODETE_20181...08.pdf	GENERAL SERVICES	Not Set	26783488
5134321	14/12/2018 23:49	 Email	e-Invoice Importer	lulhwcap@cspinvoice.com	 PDF Document	FOLIODETE_20181...06.pdf	GENERAL SERVICES	Not Set	26783474
5134326	14/12/2018 23:49	 Email	e-Invoice Importer	hscbtvg@cspinvoice.com	 PDF Document	FOLIODETE_20181...36.pdf	GENERAL SERVICES	Not Set	26783488
5134506	15/12/2018 00:53	 Email	e-Invoice Importer	qbnwgadh@cspinvoice.com	 PDF Document	ihg_logo_folio3...51.pdf	GENERAL SERVICES	Not Set	27047876
5134516	15/12/2018 00:54	 Email	e-Invoice Importer	urrmvqmf@cspinvoice.com	 PDF Document	ihg_logo_folio3...56.pdf	GENERAL SERVICES	Not Set	27016443
5144045	17/12/2018 17:39	 Email	e-Invoice Importer	fthyhwsdp@cspinvoice.com	 PDF Document	jackson.pdf	GENERAL SERVICES	Not Set	27075373

[Download](#)

1 of 1



# VCN Implementation Plan

- VCN's went LIVE as of January 14<sup>th</sup>, 2019 for all DGS travelers
- 30-day pilot within DGS
- 7 additional pilot agencies will pilot for 30 days after DGS
- Phased implementation process for remaining state agencies throughout 2019
  - Will be reaching out to agencies to schedule Readiness Assessments and to provide traveler, administrative, and accounting training.
  - \*\*\* If you are interested in being one of the first departments to rollout VCN please contact Statewide Travel

# **Q & A / Discussion**