

Statewide Travel Program



Office of Fleet and Asset Management

Topics

- 01 Who we are
- 02 Travel Management Services
- 03 Travel Payment Services
- 04 Airlines
- 05 Car Rental
- 06 Lodging
- 07 How to enroll



Who We Are

The Department of General Services (DGS), Statewide Travel Program (STP) provides efficient and cost-effective travel services to state and local government agencies.

- Negotiated travel contracts
- Effective travel management services
- Best practices for travel and policy
- Reduce travel advances/costs
- Custom control to manage compliance



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Travel Management Services

Specialized travel arrangements for large groups

Travel policy enforcement (soft and hard stops)

Customizable pre-trip approval process

Capture account, bill, and cost center codes during the reservation process

Assist with managing unused airline ticket credits

Emergency travel accommodations with live after-hours service

Online booking tool



CI AZUMANO
BUSINESS TRAVEL



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Transaction Fees*

Service/Description	Online Transaction Fee	Agent Assisted Transaction Fee
Air/Rail/Car/Hotel Reservation	\$4.50	\$10.25
Hotel and/or Car Only Reservation	\$2.25 \$0	\$10.25
Virtual Payment for Hotel Reservations	\$4.00 \$0	\$0

Travel Payment Services



Direct bill travel expenses including hotel



Ghost account to minimize fraud and misuse



Prompt payment rebate incentive



Online account management tool



Business travel accident insurance



Increases efficiency through automated reconciliation



Virtual Payment for Lodging

Direct bill room
rate, taxes,
resort fees, &
parking

Automated
credit card
authorization
form process

Strict security
measures to
reduce fraud
and misuse

Automated
reconciliation



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Airlines

Southwest
Airlines

Discount 5%

Wanna Get Away, Wanna Get Away Plus, Anytime
Fares

United
Airlines

Discount 4%

Wavers and favors for name changes, credits, etc.

Unused ticket
credit
management


Southwest 

UNITED



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Car Rental



Rental rates as low as \$40.54
Insurance included – up to \$300,000
No extra charges/fees for one-way rentals
No late fees, no-show fees or cancellation penalties
Market fuel prices at all California and domestic locations
Rental rates extended for personal use (separate process outside of STP)



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Lodging

Access to California state lodging rates

DGS preferred hotels with the Green Lodging Program

Managed lodging program forthcoming



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How to Enroll

1. Contact Statewide Travel Program via Interest Intake Form

A Travel Specialist will reach out to schedule an introduction meeting

2. Complete enrollment package

A Travel Specialist will provide the required forms and instructions to begin enrollment

- a. U.S. Bank Agency Intake Form
- b. U.S. Bank User Agency Agreement
- c. Three years audited financial statements
- d. Travel Agency Intake Form

3. Account Setup

New agencies will work with Travel Payment Services and Travel Management Services vendors to set up travel accounts and Concur booking tool site

4. Training

The Statewide Travel Program and its vendors will provide virtual training to travel coordinators, travelers, and/or accounting personnel.

Thank you!



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