

Subject: Statewide Travel Program Policy	Number: 1-8
	Date Issued: May 15, 2003 Date Revised: July 12, 2004, April 16, 2013
Responsible Department: City Manager/Finance	Approved: 

Purpose

The purpose of this policy is to establish guidelines, policies and procedures for the accounting, monitoring, and general oversight of functions for the Statewide Travel Program for use by the City of Fresno in conjunction with air travel related to City business. The City of Fresno has elected to participate in the Statewide Travel Program, which assists government travelers' needs by obtaining the most economical rates and fares available through the use of contracted travel-related services. By leveraging the state's total travel spending, the state gains the advantage of the best pricing model available. The program is extended to local government agencies within the State of California and the City of Fresno has elected to participate in the program using a business travel account with American Express.

State of California contracted airfare rates are available between select California and national city pairs. These are heavily discounted unrestricted rates, allowing for flight changes without a penalty and do not require a Saturday night stay. A complete listing of city pairs can be accessed at: [www.dgs.ca.gov/travel/programs/airfare/statecontracted airfare.aspx](http://www.dgs.ca.gov/travel/programs/airfare/statecontracted%20airfare.aspx).

Policy

1. The City Controller is designated to be the responsible party for the City of Fresno's American Express Business Travel Account (BTA). This is in conjunction with participation by the City of Fresno in the Statewide Travel Program. The Controller's role is to ensure accounting, monitoring, and general oversight of compliance of this policy.
2. Travel arrangements can only be made for each department/division for travel on official City business for the City of Fresno.
3. In order to obtain the discounted fare, all advance travel arrangements must be made through the CalTravel Store. Travelers can make reservations via Concur, the online booking tool, at www.caltravelstore.com, or via the CalTravel Store at 1-916-376-3989.
4. These discount fares are for existing authorized travel related to City business, for City employees only.
5. The Finance Department will follow existing established Accounts Payable internal control procedures for approval, documentation and payment of airfare travel charges.

CITY OF FRESNO
 REQUEST FOR AIR TRAVEL

Statewide Travel Program

Traveler Information:	
Name of Employee Traveling:	
Employee Work Address:	
Department:	
Division:	

Airfare Details:	
Travel Dates:	
Reason for Travel:	
Departure City and Destination:	
Cost of Ticket(s):	

Hotel Details:	
Hotel Name:	
Hotel Address:	
Room Type:	
Special Requests:	

Authorization Information:					
Fund Number:		Organization Number:		Project Number:	
Travel Arranger's Name:					
Travel Arranger's Phone Number:					
Reservation Approved By:					
	(Signature Required)				

CITY OF FRESNO
 AUTHORIZED TRAVEL ARRANGERS

Statewide Travel Program

Department Information:	
Date:	
Department Name:	
Division Name:	
Fund Number:	
Organization Number:	

Travel arrangements for the above department/division can be made by:		
Name	Title	Signature

Travel requests for the above department/division can be approved by:		
Name	Title	Signature

If there are any changes to the above, please send a copy to the Finance Department and the Travel Administrator.

Department Approval:	
Department Director Signature	Date

Statewide Travel Program
Reference Sheet
(Updated June 2013)

Background:

The Statewide Travel Program assists government travelers' needs by obtaining the most economical rates and fares available through the use of contracted travel-related services. By leveraging the state's total travel spending, the state gains the advantage of the best pricing model available. The program is also extended to local government agencies within the State of California and the City of Fresno has elected to participate in the program using a business travel account with American Express. More information about the Statewide Travel Program can be found online at www.dgs.ca.gov/travel/home/statewidetravelprogram.aspx

How to book travel at CalTravelStore:

The Department of General Services Statewide Travel Program has contracted with the CalTravelStore as the authorized Travel Management Service Provider for the Statewide Travel Program. Travelers can make reservations via Concur, the online booking tool, which can be found at www.caltravelstore.com.

All travelers or travel arrangers must have a Concur profile in order to book travel. To set up a new profile, please contact the City of Fresno's Travel Administrator, Cheryl Burns, at Cheryl.Burns@fresno.gov or 621-7903.

Once a profile has been added, the user must set up his or her profile. Instructions can be found at http://www.caltravelstore.com/system/resources/0000/0005/Cliqbook_Profile_Information.pdf. It is recommended that the user then read through the Concur Travel New User Guide: <http://www.caltravelstore.com/system/resources/0000/0003/Cliqbookuserinterface.pdf> and watch the Concur Training Video: http://media.dgs.ca.gov/opa/webinars/Travel_Program_Webinar.wmv.

Please note that the travel program is primarily intended for State of California employees, so the instructions related to State of California forms, requirements and restrictions referenced in the webinar do not necessarily apply to City of Fresno travelers. For further information, Concur Travel FAQs can be found at <http://www.documents.dgs.ca.gov/ofa/Travel/TravelandCliqbookFAQs.pdf>.

State of California contracted airfare rates are available and should be used whenever possible. These are heavily discounted unrestricted rates, allowing for flight changes without a penalty and do not require a Saturday night stay, however travel is limited between California and National city pairs. A current State-Contracted Airfare Listing can be found at: www.dgs.ca.gov/travel/programs/airfare/statecontractedairfare.aspx.

Even when a State of California contracted airfare rate is not available, you may still utilize Concur and the CalTravelStore to book flights. The fees for booking flights, whether a contracted airfare rate or otherwise, are as follows:

- Online Booking - \$5 per reservation
- Agent Assisted Booking - \$10 per reservation