

Traveling is Now Easier and More Secure!



Virtual Card Numbers—the New Standard in Hotel Payments

- **Direct billing** of hotel room, tax and fees
- **Relieves travelers** from paying out-of-pocket for travel
- **Solves** challenges for those without credit cards
- **Reduces** travel advances and travel expense claims
- **Decreases** payment fraud
- **Increases efficiency** through automated reconciliation
- **Captures** spend data

More Control

Virtual Card Numbers (VCNs) are unique 16-digit card numbers used to pay for hotel room, tax, and resort fees and are issued under the terms of our Travel Payment System contract. 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.

Reduced Fraud

VCNs are authorized for a specific transaction amount, a specific merchant, and a set time period. The unique number is generated digitally during the reservation process and transmitted to the hotel through a virtual process by issuing a credit card authorization form via secured fax or email to the hotel. Once the transaction is complete, the VCN is inactive/disabled.

How it works:



Book

Book your hotel through Concur and pay using the virtual card payment option



Send

Virtual card is sent to the hotel at the time of reservation



Check In

Check in to your hotel with room/tax already authorized and virtually paid



Upload

Upload photo of hotel folio to accounting staff using the mobile app



Statewide Travel Program

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Statewide Travel Program
1700 National Drive,
Sacramento, CA 95834

www.dgs.ca.gov/OFAM/travel
statewidetravelprogram@dgs.ca.gov | EMAIL
(916) 376-3974 | OFFICE