

SAM 4117

Compliance within State Travel

STATEWIDE TRAVEL PROGRAM

STP administers all travel contracts for airfare, car rentals, travel agencies, and travel payment services. These contracts and services are for business travel only, using any of the above for personal travel is prohibited and could lead to civil penalties. State agencies must make all official business travel arrangements through STP.

Website: dgs.ca.gov/OFAM/Travel

Email: StatewideTravelProgram@dgs.ca.gov

Phone: 916-376-3974

AIRLINES

Travelers must use the state's contracted air carrier(s) unless seats or flights are not available in an approved fare class. Travelers should book flights that are non-refundable. Travelers should book domestic flights at least seven days prior to travelling, and international flights at least 30 days prior to travelling. Any bookings that do not meet the above requirements will require the traveler to justify their choice and will be subject to audits.

For more information, please see the [Airfare Resource page](#).

COMMERCIAL CAR RENTALS

Travelers should rent a compact or intermediate vehicle class. Travelers are able to rent Zero Emission Vehicles and Internal Combustion Engine Vehicles. If an oversized vehicle is necessary, travelers must get approval prior to travel. Travelers must obtain approval from the Office of Fleet and Asset Management (OFAM) for long-term commercial car rentals.

For more information, please see the [Car Rental Resource page](#).

TRAVEL AGENCIES

Travelers must use the contracted travel agency for reservations.

For information about the agency, please see the [Travel Management Services Resource page](#).

LODGING

Travelers must make lodging arrangements through STP, with exception of short-term rentals. Short-term rentals are defined as "residential property that is rented to a visitor for fewer than 30 days through a centralized online platform."

For more information, please see the [Lodging Resource page](#).

COMPLIANCE

It is imperative that Travel Coordinators (TCs) follow all policies, standards, and laws. These procedures are implemented by the Statewide Travel Program (STP) to ensure integrity of financial and accounting information, promote accountability, prevent fraud, and comply with rules and regulations. In addition to SAM 4117, each TC needs to be an expert of their state agency's travel policy.

UNUSED TICKET CREDITS

Travelers must use any accrued Unused Ticket Credits (UTCs) for their business flights. TCs are responsible for tracking UTCs and working with their travelers to ensure credits are used.

VIRTUAL PAYMENTS

To access Virtual Payments, travel must be booked through the online booking tool or with the contracted travel agency. STP offers travelers the ability to use a Virtual Card Number when lodging. This is something that state agencies can opt into through their TC.

For more information, please see the [Virtual Payment Resource page](#).

TRAVEL PAYMENT SERVICES

TCs must use the Travel Payment Services (TPS) to track spending and reconcile accounts. Agencies must pay for travel using the TPS. Within the contract negotiated by STP, travelers are provided with common carrier insurance when bookings are made using TPS via the contracted travel agency.

For more information, please see the [Travel Payment Services Resource page](#).

MEETINGS/EVENTS

Payment for state-conducted meetings, conferences, events, seminars, workshops, off-sites, presentations, trainings, examination locations, forums, public hearings, trade shows, and job fairs when using a venue should be paid using TPS. Meeting and event expenses can include meeting space, hotel room blocks, exhibit space, hotel business services, audio visual and telecommunications rentals, and transportation.

For more information, please see the [Travel Payment Services Resource page](#).

Statewide Travel Program

For more information, please see the [SAM webpage](#) or the [State Travel Policy Resources page](#).