

SUPERSEDED BY CALTRANS TRAVEL TIP 2004-06

**CALTRANS TRAVEL TIP 2004-04
ON-LINE RESERVATION SYSTEM
(March 18, 2004)**

This note has been approved by Cindy McKim, Chief of the Division of Accounting, to be sent to All Caltrans E-Mail Users by the Travel Policy Section. The Caltrans Travel Tip is intended to communicate the Department's travel policies quickly and efficiently to all Caltrans employees.

As you know, effective March 27, 2004, Navigant International (formerly Madison Travel) will be the Department's new travel agency.

Employees are reminded to continue making reservations with Patterson Travel through March 26, 2004. Reservations booked through Patterson Travel may include trips with departure dates beyond March 26, 2004.

As indicated in the previous Travel Tip, the Department is implementing an on-line travel booking system. The system, called ResX, allows users to reserve airline tickets, rental cars, and hotel accommodations electronically. ResX has an electronic approval process requiring supervisors to approve all requested trips. Employees will be required to use ResX for all airline and car rental reservations. Although not required, ResX may also be used to make hotel reservations. ResX is to be used for business travel only.

The Department is implementing ResX on **March 27, 2004**. ResX is a secured web-base system that requires all users to input a company name, login ID, and unique password to access the system. The Department is using the Employee ID number as the user login ID. The Employee ID number can be found in the employee's Staff Central or Lotus Notes account.

Frequent Travelers

To simplify the implementation process, the Department has identified approximately 600 employees considered to be frequent travelers. To facilitate the use of the on-line approval process, their supervisors were identified using Staff Central. Each frequent traveler and supervisor will receive an individual e-mail that will include:

- The Web address to access ResX.
- The Company Name.
- A Login ID.

- A temporary password.
- Detailed instructions for accessing, using, and approving requests submitted through ResX.

Future Travelers

Employees who have not received an additional e-mail by Tuesday, March 23, 2004 and are planning to travel on business, should contact one of the following individuals for access to ResX:

- Gilbert Petrissans at (916) 227-9079
- Nancy Ledesma at (916) 227-9092
- Jackie Wood at (916) 227-9033

Travel Planners

ResX allows support staff or "travel planners" to make travel arrangements for others. Employees who make arrangements for other travelers should e-mail one of the above individuals for access to the system and detailed instructions.

Amtrak Reservations

ResX is not available for booking Amtrak tickets. Employees reserving Amtrak tickets must:

- Fax a properly completed and approved "Request for Travel Ticket", form fa0008, to Navigant at (916) 638-3967.

Employees must contact Navigant directly when changing or cancelling Amtrak reservations.

Navigant International Contacts

Employees requiring assistance from Navigant may contact them at:

- Phone (916) 638-3935 (Operating hours 8:00 a.m. to 5:00 p.m.)
- Fax (916) 638-3967
- E-mail SWCaltrans@Navigant.com
- After hour service (877) 409-5862 (For emergency purposes only)

Caltrans Travel Guide

To accommodate ResX, the Caltrans Travel Guide has been moved from the Intranet to the Internet. The new Caltrans Travel Guide has a new format and is located at <http://www.dot.ca.gov/hq/asc/travel/index.htm>.

If you have questions or require additional information, please contact either Gilbert Petrissans at (916) 227-9079 CALNET 498-9079 or Nancy Ledesma at (916) 227-9092 CALNET 498-9092.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert Petrissans at Gilbert_Petrissans/HQ/Caltrans/CAGov@DOT or Nancy Ledesma/Nancy_Ledesma/HQ/Caltrans/CAGov@DOT. TTY users may also call 1-800-735-2922.

Happy Travels.



Cal T. Rans

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