

SUPERSEDED BY CALTRANS TRAVEL TIP 2004-08

**CALTRANS TRAVEL TIP 2004-06
ON-LINE RESERVATIONS SYSTEM UPDATE
(March 24, 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.

The enhancements to ResX have been completed. Because of the delay, we are postponing the implementation date to allow for system testing.

Effective March 27, 2004, Navigant International will be the Department's travel agency. During the testing phase, employees are instructed to use the Department's manual process for requesting airline tickets, rail tickets, and rental car reservations. Approved "Request for Travel Ticket" forms should be faxed to Navigant International at (916) 638-3967.

Navigant International can be contacted at:

- Phone Number (916) 852-9865 or (800) 860-3984 (8:00 a.m.-5:00 p.m.)
- Fax Number (916) 638-3967
- E-mail SWCaltrans@navigant.com
- After Hours Service (800) 860-3984 (emergency use only after 5:00 p.m.)

As a reminder, employees should continue to fax approved "Request for Travel Ticket" forms to Patterson Travel through Friday, March 26, 2004.

On Thursday, March 25, 2004, the Division of Accounting will request frequent travelers and their supervisors to participate in system testing. The test group will be given access to ResX with detail instructions on how to use the system.

At the end of the testing period, all employees will be notified of the implementation date of the on-line booking system. At that point, employees who did not participate in the testing phase and who anticipate travelling on state business will be instructed to contact Accounting to gain access to the system.

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/HQ/Caltrans/CAGov@DOT. TTY users may also call 1-800-735-2922.

Happy Travels.



Cal T. Rans
Your Partner in Travel