

SUPERSEDED BY CALTRANS TRAVEL TIP 2004-15

**CALTRANS TRAVEL TIP 2004-09
RESX IMPLEMENTATION
(April 13, 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 a reminder, the Department is implementing ResX tomorrow, **April 14, 2004**. If you have access to the system, you may begin requesting airline tickets, rental cars and hotel accommodations for State business through ResX.

As previously stated, employees will be **required** to use ResX when requesting airline tickets and rental car reservations at airport locations. The system can only be used when travel accommodations are required for State business.

Future Travelers

We are currently establishing ResX accounts for new users. If you submitted a request for access, you will be notified with instructions on how to access and use the system.

If you have not requested a ResX account and are planning to travel on State business in the near future, you must contact the Division of Accounting for access. See below for a list of contacts and required information. **Please allow a minimum of 10 working days for your account to be established.** Once established, an e-mail will be sent to you with instructions on how to access and use the system.

To gain access to ResX, please e-mail either:

- Nancy Ledesma
- Jackie Wood
- Gilbert Petrisans

The e-mail must include:

- Employee's name
- Employee's ID Number (See attachment below)
- Supervisor's name
- Supervisor's Employee ID Number

Travel Planners

Employees who make arrangements for other traveler's should e-mail one of the above individuals for access to the system. The e-mail must include:

- Travel planner's name and employee ID number
- Name(s) and employee ID number(s) of those in which travel arrangements are made
- Supervisor(s) and employee ID number(s) of those in which travel arrangements are made

If you've already contacted us, there is no need to follow up. We are currently working on setting up your account.

Manual Process

ResX cannot be used to request rail tickets at this time. Employees requesting rail tickets will continue to fax an approved "Request for Travel Ticket" form to Navigant International.

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.)

For your convenience, the ResX system, User's Guide with Frequently Asked Questions, Supervisor's Approval Guide, and Quick Reference Guide can be found on the Internet at <http://www.dot.ca.gov/hq/asc/travel/resx.htm>.

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

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