

**CALTRANS TRAVEL TIP 2004-13
RESX USERS ONLY – RESX UPDATE
(June 22, 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.

Good afternoon **ResX Users**,

Some of you may have experienced problems where your "trip approval request" was sent to all trip authorizers. To prevent these types of occurrences, Navigant has updated ResX with the following enhancements:

Trip Approval Requests Sent to All Trip Authorizers

Navigant has enhanced ResX to require all users to select a trip authorizer prior to submitting a trip request. If a user tries to submit a request without selecting a trip authorizer, the trip authorizer screen will simply refresh (return to the screen) until the user selects a trip authorizer.

Realignment of Users and Trip Authorizers into Districts

To increase the speed and effectiveness of ResX, Navigant has realigned users and trip authorizers into Districts. Users will only have the option to select a trip authorizer listed in their appropriate District. The majority of the realignment has been completed. The process will be finalized by Monday, June 28, 2004. If you are requesting a trip and do not see your appropriate trip authorizer, please contact Gilbert Petrissans at 916-227-9079 for assistance.

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

Happy travels.



Cal T. Rans

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