

CALTRANS TRAVEL TIP 2005-03
THIRD PARTY VENDORS
(August 16, 2005)

This note has been approved by Clark Paulsen, 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 Department of Personnel Administration issued the attached Personnel Management Letter, PML 2005-021, detailing new reimbursement criteria when using third party vendors such as Priceline.com, Expedia.com, Travelocity.com, Hotels.com etc. to secure hotel accommodations when traveling on State business. This PML supercedes the Caltrans Travel Tips issued on March 12, 2003 and March 31, 2004 prohibiting the use of third party vendors.

Effective immediately, it is the employee's responsibility to ensure that **all** required documentation for reimbursement is obtainable before using a third party vendor to secure hotel accommodations. Please carefully review the requirements contained in the attached PML before using a third party vendor to secure hotel accommodations. **If any required documentation is missing or unavailable, the employee cannot be reimbursed.**

If you have questions regarding the PML, please contact either Katie Kennedy at (916) 227-8652 or Kathy Greenwood at (916) 227-9272.

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. TTY users may also call 1-800-735-2922.

Happy travels.



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Your partner in travel