

**TRAVEL INFORMATION & POLICY**

Subject:	Number: TIP 09 – 003
New Travel Agency and ResX Requirement Information	Date Issued: June 30, 2009
References:	Expires: Until Rescinded

Purpose	To inform employees about the Department's new travel agency and Federal Secure Flight Requirements.
Travel Agency Information	<p>We are pleased to announce that Brooke's Travel, Inc. (Brooke's) will be the Department's new travel agency effective July 1, 2009.</p> <p>Brooke's will be using the same travel booking system (ResX) currently in use. All employees will continue to be required to use this system when requesting airline tickets or rental cars.</p> <p>Reservations made via ResX through June 30, 2009, regardless of the actual travel date, will be processed by Carlson Wagonlit Travel (CWT). Employees will need to continue to contact CWT for any changes to reservations made prior to July 1, 2009.</p> <p>Reservations made via ResX beginning on July 1, 2009, will be processed by Brooke's. Brooke's contact information is as follows:</p> <ul style="list-style-type: none">• Phone (916) 612-6105 or (877) 612-6105 (Operating hours 8 a.m. to 5 p.m. Monday through Friday)• Fax (916) 442-3716• E-mail CaltransTravelHelp@statetravel.net (Create ResX accounts for non-supervisory employees, reset passwords, designate travel planners, and help travelers navigate through ResX)• After hours service (877) 612-6105
New ResX Requirements for Secure Flight Program	<p>Due to the implementation of the U.S. Department of Homeland Security's Secure Flight program, effective immediately, all ResX users will be required to update the new Secure Flight Requirements Section within their ResX profile. To update this new section, access your personal information page within your profile, scroll down to the Secure Flight Requirements Section, and fill in all fields notated with an asterisk: First Name, Last Name, Date of Birth, and Gender. ResX will not process a reservation submitted to your supervisor for approval prior to updating this section.</p>

For more information, you may visit the following website:
http://www.tsa.gov/what_we_do/layers/secureflight/index.shtm

**Additional ResX
information for
Supervisors**

Note to all supervisors: In order to keep the data within ResX current, please contact the Division of Accounting's Travel Services Section when an employee separates from the Department and/or state service so their ResX account can be shut off. You may reach Travel Services staff by sending E-mail to: Travel Information and Policy/HQ/Caltrans/CAGov

If you have questions regarding this information, please contact Millard Totman at (916) 227- 8510 or contact Monica Garner at (916) 227-8948.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#). For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail asni_tefera@dot.ca.gov. TTY users may also call (800) 735-2922.