

Memorandum

*Flex your power!
Be energy efficient!*

To: **CALTRANS EMPLOYEE**

Date: July 1, 2005

From: **GILBERT PETRISSANS**
Chief
Travel Policy Section

Subject: ResX

The Department implemented ResX, an on-line booking system, to minimize the cost of airline tickets, streamline the airline ticket process, and to comply with the Department of General Services travel requirements. As of July 1, 2005, Department employees are required to use ResX when purchasing airline tickets for State business.

To create a ResX account, the following information is required:

1. Employee's Legal Name.
2. Headquarters District (e.g. District 03).
3. 6-Digit Employee ID Number (without the 's').
4. E-mail Address.

Non-Supervisory Employees:

To request a ResX account, e-mail or call TQ3 Navigant's EC Help Desk at: ECHelp@TQ3Navigant.com or 866-299-7374 the above information **and** ask your supervisor if he/she has a ResX account. If your supervisor does not have a ResX account, he/she must request one to approve trip requests.

Supervisory Employees:

To request a ResX account, e-mail the above information to Theresa Richardson of the Caltrans Travel Policy Section at Theresa_Richardson@dot.ca.gov **and** ask your manager if he/she has a ResX account. If your supervisor does not have a ResX account, he/she must request one to approve trip requests.

When the account is created, instructions will be e-mailed to non-supervisory and supervisory employees explaining how to access the system. For assistance on using ResX, please refer to the ResX User Guide and/or Quick Reference document located in the Caltrans Travel Guide at <http://www.dot.ca.gov/hq/asc/travel/index.htm>.

For additional assistance in using ResX, password reset, or to designate a travel planner, please contact the EC Help Desk at (866) 299-7374.