

SUPERSEDED BY CALTRANS TRAVEL TIP 2004-03

**CALTRANS TRAVEL TIP 2003-09
OUT OF STATE TRAVEL PILOT
(June 19, 2003)**

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.

Effective July 1, 2003, employees authorized to travel out of state/country have the option to request non-refundable airline tickets through Patterson Travel.

The Department conducted a six month pilot to purchase non-refundable airline tickets for out-of-state / country trips resulting in savings of over \$15,000 of travel expenditures. The savings were achieved through employees due diligence.

To ensure future savings, all employees authorized to travel out-of-state / country are encouraged to plan in advance when making airline reservations, understand the non-refundable restrictions, and minimize any flight changes and cancellations.

If you have any questions regarding this new option, please contact either Gilbert Petrissans at 916-227-9079 or Jackie Wood at 916-227-9033.

For more information on reserving airline tickets or the Department's travel policies, please visit that Caltrans Travel and Expense Guide located at <http://adsc.caltrans.ca.gov/ASC/travel/>.

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.



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