

SUPERSEDED BY CALTRANS TRAVEL TIP 2004-03

**CALTRANS TRAVEL TIP 2004-02
IN-STATE TRAVEL PILOT
(February 10, 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.

Effective February 1, 2004, employees traveling on in-state business trips 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 in-state trips resulting in significant savings of travel expenditures. The savings were achieved through employees due diligence.

To ensure future savings, all employees authorized to travel 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 the Caltrans Travel and Expense Guide located at <http://onramp.dot.ca.gov/hq/accounting/travel/index.htm>.

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 or Nancy Ledesma/Nancy_Ledesma/HQ/Caltrans/CAGov@DOT. TTY users may also call 1-800-735-2922.

Happy Travels.



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