

SUPERSEDED BY CALTRANS TRAVEL TIP 2004-09

**CALTRANS TRAVEL TIP 2004-08
ON-LINE RESERVATION SYSTEM IMPLEMENTATION
(April 7, 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 April 14, 2004, ResX, Navigant International's on-line reservation system, will be implemented for reserving airline tickets, rental cars, and hotel accommodations. Employees will be **required** to use ResX when requesting airline tickets and rental car reservations at airport locations. The system can only be used when travel accommodations are required for State business.

Future Travelers

If you do not have a ResX account and are planning to travel on State business in the near future, you must contact the Division of Accounting for access. See below for a list of contacts and required information. **Please allow a minimum of 10 working days for your account to be established.** Once established, an e-mail will be sent to you with instructions on how to access and use the system.

To allow sufficient time to establish a ResX account, please plan in advance and request airline tickets and rental car reservations for upcoming business trips using the Department's manual process through Tuesday, April 13th.

By planning in advance, you can make necessary travel arrangements, allow sufficient time to establish your ResX account, and familiarize yourself with the system prior to your next business trip.

To gain access to ResX, please e-mail either:

- Nancy Ledesma
- Jackie Wood
- Gilbert Petrissans

The e-mail must include:

- Employee's name
- Employee's ID Number (See attachment below)

- Supervisor's name
- Supervisor's Employee ID Number

Travel Planners

Employees who make arrangements for other traveler's should e-mail one of the above individuals for access to the system. The e-mail must include:

- Travel Planner's Name and employee ID number
- Name(s) and employee ID number(s) of those in which travel arrangements are made
- Supervisor(s) and employee ID number(s) of those in which travel arrangements are made

If you've already contacted us, there is no need to follow up. We are currently working on setting up your account.

Manual Process

Employees are instructed to continue using the Department's manual process of faxing an approved "Request for Travel Ticket" form to Navigant International at (916) 638-3967 when requesting airline tickets and rental car reservations through April 13, 2004.

ResX cannot be used to request rail tickets at this time. Employees requesting rail tickets will continue to use the manual process described above until further notice.

Navigant International can be contacted at:

- Phone Number (916) 852-9865 or
(800) 860-3984 (8:00 a.m. - 5:00 p.m.)
- Fax Number (916) 638-3967
- E-mail SWCaltrans@navigant.com
- After Hours Service (800) 860-3984 (emergency use only after 5:00 p.m.)

For your convenience, the ResX system, User's Guide with Frequently Asked Questions, Supervisor's Approval Guide, and Quick Reference Guide can be found on the Internet at <http://www.dot.ca.gov/hq/asc/travel/resx.htm>.

If you have questions or require additional information, please contact either Nancy Ledesma at (916) 227-9092 or CALNET 498-9092 or Gilbert Petrissans at (916) 227-9079 CALNET 498-9079.

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

Happy Travels.



Cal T. Rans
Your Partner in Travel