



TRAVEL INFORMATION & POLICY

Subject: ResX (The Department’s On-Line Travel Booking System) Update	Number: TIP 06-005 Date Issued: April 21, 2006
References: Caltrans Travel Guide, Chapter 10	Expires: Until Rescinded

Purpose: To inform employees how to request a ResX account, communicate ResX enhancements, and on-line travel resource information. ResX is used by department employees to book airline, lodging, and rental car reservations.

How to request a ResX account. A ResX account is required before an employee can access the system. For instructions explaining how to request a ResX account, click [here](#).

ResX Enhancements: A new version of ResX has been released. The new version includes the following enhancements:

- **Upgraded Vehicle Justification:** The Upgraded Vehicle Justification field is now a mandatory field. When a compact car is selected, users should select the *Contract Car – Justification Not Required* option to complete the field. If an upgraded vehicle (any vehicle other than a compact car) is required, select the appropriate justification from the options provided.
- **Travel Preferences:** Users may now view selected travel preferences without accessing their profile or expanding an additional window.
- **Trip Name:** Users may now identify a specific trip by name at the Itinerary Screen.
- **Purpose of Trip:** Users can now input the purpose of the trip into ResX. The purpose of the trip is a mandatory field, captured on the user’s trip request, and communicated to the Trip Authorizer.
- **Frequent Flyer Miles/Points:** Account holders may input personal membership numbers to capture frequent flyer miles or points earned when traveling on State business. For instructions click [here](#).

**On-line
Resources**

[Chapter 10 of the Caltrans Travel Guide](#) provides detail information on how to use ResX. Chapter 10 includes:

- ResX Overview
- Request a ResX Account.
- ResX Login Instructions & Passwords.
- Account Holder Profile.
- Making Reservations.
- Change or Cancel Reservations.
- Planning Travel for Others (Travel Planners).
- Approval Process.
- TQ3 Navigant Phone Numbers & Operating Hours.

**Frequently
Asked Questions**

1. [How do I log into ResX?](#)
2. [I need more help using the system. Who do I contact?](#)
3. [I forgot my password. What do I do?](#)
4. [How do I designate a travel planner to make reservations for me?](#)
5. [My supervisor is not listed on my trip authorizer list. What do I do?](#)

[Click here for more Frequently Asked Questions.](#)

If you have any questions regarding this information, please contact either Gilbert Petrissans at (916) 227-9079 or Asni Tefera at (916) 227-9092.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert_Petrissans@dot.ca.gov. TTY users may also call (800) 735-2922.

This Travel Information & Policy has been approved by Clark Paulsen, Chief of the Division of Accounting, to be sent to all Caltrans employees with a Lotus Notes account. Supervisors are responsible for providing a hard copy of this information to their employees that do not have a Lotus Notes account.