



Department of Transportation

TRAVEL INFORMATION & POLICY

Subject: New Travel Management Service Provider, effective 7/1/2010 (formerly Travel Agency Agreement)	Number: 10-001
	Date Issued: May 25, 2010
References: Department of General Services (DGS) Travel Bulletin #10-02	Expires: Until rescinded

Purpose: To notify employees of a change in the Travel Management Service Provider and related travel software application.

Background: Brooke's Travel (via ResX), our current contractor, will no longer provide Caltrans with state travel agency services, **effective 06/30/2010**.

According to the DGS Travel Bulletin #10-02, all state departments will be required to transition to the new mandatory contract service provider for travel agency services, the TravelStore, **effective 07/01/2010**.

TravelStore will provide a one-stop, self service site for all state government travel needs. TravelStore will utilize "Cliqbook" software, providing an easy-to-use online travel booking experience that will include state policy and procedures for business travel. Additionally, TravelStore will include a link on their web site in order for departments to utilize the Southwest Airlines' SWABIZ portal for all Southwest flight bookings. **The use of SWABIZ for all Southwest flights will be mandatory.**

Policy: **Effective 7/1/2010**, Caltrans employees must transition from Brooke's Travel (ResX) to the new Travel Management Service Provider, TravelStore (Cliqbook). Additional information pertaining to the transition will be announced mid-June prior to implementation.

Questions about this information may be directed to Katie Kennedy at (916) 227-8652.

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