

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM  
3.51  
(ID # 3039)

**MEETING DATE:**  
Tuesday, January 17, 2017

**FROM :** PURCHASING:

**SUBJECT:** PURCHASING: Approval of Exception Request to Board Policy A-62, Credit Card Use [All Districts] [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Authorize the exception request to Board Policy A-62, Credit Card Use, to allow the County to use the Citibank Corporate Travel Account MasterCard issued by the State of California to access the State of California's State Travel Program for a period of five years; and,
2. Authorize the Purchasing and Fleet Services Department to administer the program on behalf of all County departments.

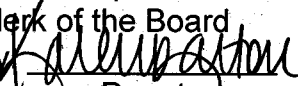
  
Lisa Brandl, Director of Purchasing and Fleet Services 1/12/2017

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington and Ashley  
Nays: None  
Absent: None  
Date: January 17, 2017  
xc: Purchasing

Kecia Harper-Ihem  
Clerk of the Board  
By   
Deputy

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**BACKGROUND:**

**Summary**

The purpose of this submittal is to provide efficiencies for departments that book travel; this is not a request for any net new travel, nor does this request add any new expenses or additional financial impacts to the county.

On March 18, 2008, the Board approved Board Policy A-62 on Credit Card Use. This policy requires a department that has an essential need to use credit cards other than the County Procurement Card (P-Card), to have such use approved by the Board of Supervisors.

The Purchasing and Fleet Services Department is requesting approval to use Citibank Corporate Travel Account (CTA) MasterCard for the purchase of travel services through the State of California's Travel Program (Statewide Travel Program), which has an online website and traditional call-in service. This online site is web-based with pre-negotiated rates for most major carriers. Access to the site is restricted through user ID's. In order to access the Statewide Travel Program, the Citibank CTA is the only authorized payment mechanism. The CTA is a "cardless" account, with a unique account number issued to each department. There is no interest, penalties, or late fees associated with the CTA.

The payment mechanism is administered through an account number issued to each individual department. Each department is responsible for their own account through their respective budgets. The Statewide Travel Program will enable departments to obtain the most cost-effective travel services through a centralized program.

There are many benefits to use the state's program. The Statewide Travel Program assists the county with its "Duty of Care" responsibilities by providing the means to locate travelers within minutes in case of emergencies. It consolidates all travel volume for benchmark reporting, transparency, efficiency, and will allow the county to leverage pre-negotiated rates by major carriers. The program provides departments with necessary travel oversight tools such as an electronic pre-trip approval process by managers/supervisors prior to booking any travel and is customizable to meet the county's specific policies and preferences.

The Purchasing Department will serve as the administrator of the program, and will implement an approval process to access the program by departments. Each department is responsible for expenses incurred under their issued account number.

Current counties participating in the State Travel Program include:

California State Association of Counties (CSAC)  
Del Norte  
Fresno  
Humboldt  
Los Angeles  
Merced

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

Sacramento  
San Luis Obispo  
San Mateo  
Santa Clara  
Sonoma  
Tulare  
Yolo

Additionally, the following entities are utilizing the program:

23 Community Colleges  
30 Special Districts  
17 Cities  
184 State Departments  
11 Universities  
20 K-12 School Districts  
39 State Judicial-Superior Courts

The Purchasing Department believes this is an efficient and easy program to use that also provides safeguards at the same time. While in use, Purchasing will solicit feedback from departments to determine its efficacy and work closely with the Executive Office to determine if this may be a mandatory method for all county departments to use after a twelve-month evaluation period.

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$0	\$0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment:</b>	<b>No</b>
			<b>For Fiscal Year:</b>	
			16/17-21/22	

**C.E.O. RECOMMENDATION:** Approved

**Impact on Residents and Businesses**

By using one online web-based portal with pre-negotiated rates for airfare and hotels, the Statewide Travel Program provides enhanced efficiencies for county departments and significant savings in labor costs currently used to book travel for county purposes.

**SUPPLEMENTAL (if needed, OR delete this section):**

**Additional Fiscal Information**

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

This request has no new financial impact to the county. Departments are required to follow Board Policy D-1, Reimbursement for General Travel and Other Actual and Necessary Expenses, which requires budget authorization for travel. This submittal does not authorize travel, nor does it increase travel expenses. Departments must adhere to their Board-approved travel expenses. This request is to approve more efficient means and a mechanism to book travel previously approved through budget submittal and that is within department-approved budgets.

**Contract History and Price Reasonableness**

Departments currently use the P-Card or issue Purchase Orders for travel needs, as there is no existing countywide contract for services. Departments must use existing staff to make travel arrangements and search for the best prices, which is time consuming and laborious. Additionally, data collection for travel expenses is impossible due to the fragmentation of the process. If changes are required during mid-travel, departments may incur booking or change fees, in addition to the labor required to coordinate changing travel. If a change is necessary during the non-working time, then county employees may not be able to make changes due to unforeseen events, which are typically weather-related.

The Statewide Travel Program provides consistency, accountability, and transparency for travel expenses, while also offering efficient and cost-effective travel services. This program accesses the State of California contracted rates and fares and additionally offers immediate access to all traveler itineraries during emergencies or disasters. Additionally, transparency is enhanced through real time reporting and reconciliation tools available online.

Each fee described below is charged one time, and is all-inclusive. There are no additional service fee charges for changes, cancelations, or additions. Participation in the Statewide Travel Program is free, and there are no annual fees, interest, or late payments for the travel payment system. Agent assistance is available via a toll-free number 24/7.

<b>Description</b>	<b>Online Transaction Fee</b>	<b>Agent Assisted Transaction Fee</b>
Air/Rail/Car/Hotel*	\$ 7	\$ 12
Hotel and/or Car Only Reservation	\$ 5	\$ 12
After Hours (Per Call) Business Hours: 8 a.m. – 5 p.m.	N/A	\$ 16

\*Flat fee for booking any combination of domestic or international air, rail, car, and hotel.

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<b>ITEM</b> 3.51 (ID # 3039)
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**Travel Management Services**



**Discounted Travel Contracts!**

The **Statewide Travel Program (STP)** offers:

- travel management that provides consistency, accountability, and transparency;
  - efficient and cost-effective travel services to government entities;
  - access to the State of California contracted rates and fares; and
  - immediate access to all traveler itineraries during emergencies or disasters
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**Travel Agency and Online Booking Tool**



The STP established a method to effectively reduce travel costs by designating one authorized travel agency for the State of California, **CALTravelStore**. CALTravelStore provides **Concur Travel**, a one-stop, self-serve website that enables travelers to easily search and reserve airline, rental car, hotel, rail, and parking reservations for business travel with booking fees as low as \$5 per transaction.

For more information, visit [www.caltravelstore.com](http://www.caltravelstore.com).

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**Discounted Airfares**



You can immediately benefit from the newly negotiated Southwest Airlines discount on all refundable and non-refundable flights into or out of California through the STP. You can also obtain State contracted Y-CAL and Capacity Controlled airfares. The fares include in-state, out-of-state and international flights with last seat availability, fully refundable, and no change penalties.

Travel Partner Airlines include **Alaska Airlines, Delta, JetBlue, Southwest Airlines, United Airlines, and Virgin America**.

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**Car Rental Contract**



You can obtain state-contracted car rental rates with **Enterprise Holdings, Inc.** for short term (up to 30 days) and long term (more than 30 days). The contract provides base rates as low as \$33 a day.

The car rental contract automatically includes \$250,000 third party liability insurance coverage, market rate fuel, free one-way rentals, counter bypass service, and the car rental age limit lowered to 21.

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**Citibank & the CTA – Corporate Travel Account**



The **Citibank** Corporate Travel Account (CTA) MasterCard is the required form of payment for the STP.

- The CTA consolidates airline, car rental, and travel agency charges onto one centrally-billed “cardless” account.
  - MasterCard Product with unprecedented global acceptance.
  - Your organization is recognized as a State of California government entity with access to contracted, discounted rates and fares.
  - Annual Prompt Payment Incentive available for participating entities.
  - \$350,000 door-to-door Business Travel Accident Insurance coverage.
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**How to Begin**



For more information, visit our website at [www.dgs.ca.gov/travel](http://www.dgs.ca.gov/travel) or contact:

Jennifer Shaw, Travel Specialist [jennifer.shaw@dgs.ca.gov](mailto:jennifer.shaw@dgs.ca.gov)