

# STMA CONFERENCE CALL

## 8/06/14

### Attendees:

Mark Milstein, New York  
Tasha Wilson, California  
Tim Hay, WSCA-NASPO  
Stacey Jo Withers, Pennsylvania  
Lenora Kingston, Colorado  
Tami Nelson, Utah  
Bill Emerill, California  
Catherine DeMarco, West Virginia  
Bonnie Kahakui, Hawaii

### SGTP Conference

The conference this fall will contain two break out specifically geared toward State Government Travel. One will be on the value of a managed travel program. Steps on setting up a managed travel program will also be discussed. Tami will be working with Lenora, Stacey Jo and Catherine to consolidate two old presentation on this topic into a consolidated and current presentation.

The second break out will be presented by Tim. He will be discussing WSCA-NASPO and the travel contracts that have been implemented and are available for states to utilize.

SGTP formed a committee to discuss ways to get more state content presented at the SGTP conferences, specifically the fall conference. A committee member put together a letter that is being sent out to all state governors in hopes to education them on the importance of the conference and managed travel.

### Duty of Care

Lenora brought up the topic of Duty of Care in State Government business travel. She stated that the states have an obligation to provide assistance to travelers to travel on behalf of the states.

- What are our expectations
- Legal and moral obligation
- Should Duty of Care be put into policy?
- Using a TMC is one step in exercising Duty of Care
- Using a travel insurance company

Tim mention that he has brought up doing a travel presentation as the NASPO conference and incorporating Duty of Care information to get buy in from State Leaders.

Tasha and Bill spoke about the issue of Duty of Care being a big part of what enabled California to get approval to use just one TMC for their travel. When employees book on their own there is now way to track where they are. Bill stated that there should also be a limit on the number of employees that can be on the same plane. California is now putting an ISOS in place after an incident happened.

Tami and Catherine stated their main Duty of Care is working with their TMC.

Lenora would like everyone to send any/all comments they have regarding what processes, if any, they have in place regarding Duty of Care so she can add it to the information she is compiling.

### Roundtable of States

Bonnie – Hawaii has a new Administrator and Asst. Administrator. They new Administrators are now talking about the possibility of managed travel again. (Great news!)

Lenora – Working on Duty of Care, airline solicitation. Recently awarded contracts to 5 TMCs. CO added a new group fee structure for airline tickets. Worked on a solicitation for discounted airport parking, but it was shot down at the end. Working on finding a way to have one of the contracted TMC's consolidate all of the data. Announced that the CO Purchasing Director resigned. She is hoping that the new Purchasing Director will relized the valued of managed travel with all aspects of it being managed by the same state entity.

Lenora said thank you to Tasha in CA for sharing her airline soliciation document.

Stacey Jo state that PA is looking to become more mobile for booking and reimbursment processes and asked if anyone is currently using this type of process. Lenora stated that CO is researching an online reporting tool. Tami stated that Utah is starting to implement travel requests and reimbursements being done through their payroll system.

Stacey Jo commented that she attended the spring SGTP conference. Due to the knowledge she gained through the various sessions and networking, it has helped to push PA' travel program to a new and better direction.

Caterine stated that all travel and exepenses are done via OASIS, making it completely paperless. She is inviting someone from their Auditor's Office to the SGTP conference to explain this system.

Mark from New York was happy to announce they they have sent out the RFP for a single TMC, down from four that they have been using (YAY!) Stacey Jo asked if he thought this would help get a consolidated hotel program and Mark believes it will.

Mark asked if the contract with Southwest will be extended. Tim stated that the travel sourcing team will be meeting next week and that will be discussed. It most likely will be though. Tami stated that Utah is finally working on a PA for that contract.

Tasha state that they are implementing the full use of Concur through the TMC for booking travel. Once that is in place, then she will be working on a consolidated hotel program.

Lenora asked that if anyone has documents or information that lists who is authorized to make travel decisions (who is responsible for what), so email that information to her.

Stacey Jo stated that she has some information on international travel requirements that she will send to Lenora. Tami also has information that and will send to Lenora.

Lenora had a question about what the correct list serve is. Tim stated it is the simplelists one and that the Oregon list serve is down. The new list serve does not send an email to the sender, however it is working. Tim is the moderator of this so if anyone has any email changes or questions, please contact him.

Mark has sent out the link for New York's TMC RFP.

Thanks everyone! Next call is October 1, hosted by New York.