

TRAVEL PROCESS AND INFORMATION

Below are some helpful hints and information for use:

- For changes and/or cancellations, you can go to the Concur website (see below links) or questions about existing travel reservations, please call the Cal Travel Store, the authorized travel agency at 877-454-8785. This number will also be provided on all travel itineraries. Please do not contact Purchasing for these services.
- You can also access information on the web at: www.dgs.ca.gov/travel/resources or
- www.caltravelstore.com
- If your site is needing to add or change Travel Arrangers, please contact Purchasing.
- Plan ahead. This will allow you more choices on flights and hotel reservations.
- Conference reservations are not made on the Concur site. These will be handled using our current procedures.