

CHAPTER 303

GOVERNMENT - STATE

SENATE BILL 93-250

BY SENATORS Traylor, Bird, Rizzuto, Hopper, and Mutzebaugh;
also REPRESENTATIVES Grampsas, Romero, Owen, and Anderson.

AN ACT

CONCERNING THE CREATION OF THE STATEWIDE TRAVEL MANAGEMENT PROGRAM.

Be it enacted by the General Assembly of the State of Colorado:

SECTION 1. 24-30-1104, Colorado Revised Statutes, 1988 Repl. Vol., as amended, is amended BY THE ADDITION OF A NEW SUBSECTION to read:

24-30-1104. Functions of the division. (3) IN ADDITION TO ANY OTHER DUTIES IMPOSED BY THIS SECTION, THE DIVISION SHALL IMPLEMENT A STATEWIDE TRAVEL MANAGEMENT PROGRAM PURSUANT TO THE PROVISIONS OF SECTION 24-30-1118.

SECTION 2. Part 11 of article 30 of title 24, Colorado Revised Statutes, 1988 Repl. Vol., as amended, is amended BY THE ADDITION OF A NEW SECTION to read:

24-30-1118. Statewide travel management program - creation - duties of division - mandatory use by state employees. (1) THE GENERAL ASSEMBLY HEREBY FINDS AND DECLARES THAT THE CREATION OF A STATEWIDE TRAVEL MANAGEMENT PROGRAM FOR THE PURPOSE OF COORDINATING AND OVERSEEING STATE EMPLOYEE TRAVEL WILL FOSTER FISCAL ACCOUNTABILITY AND RESULT IN SIGNIFICANT FINANCIAL SAVINGS TO THE STATE.

(2) THERE IS HEREBY CREATED A STATEWIDE TRAVEL MANAGEMENT PROGRAM TO BE ADMINISTERED BY THE DIVISION OF CENTRAL SERVICES FOR THE PURPOSE OF COORDINATING AND OVERSEEING STATE EMPLOYEE TRAVEL. ANY STATE EMPLOYEE WHO TRAVELS IN THE PERFORMANCE OF OFFICIAL STATE BUSINESS SHALL BE REQUIRED TO PARTICIPATE IN THE PROGRAM.

Capital letters indicate new material added to existing statutes; dashes through words indicate deletions from existing statutes and such material not part of act.

(3) THE DIVISION SHALL PERFORM THE FOLLOWING FUNCTIONS PERTAINING TO THE STATEWIDE TRAVEL MANAGEMENT PROGRAM THROUGHOUT THE STATE FOR ALL DEPARTMENTS, INSTITUTIONS OF HIGHER EDUCATION, AND AGENCIES OF STATE GOVERNMENT UNDER THE DIRECTION OF THE DIRECTOR OF THE DEPARTMENT OF ADMINISTRATION:

(a) ESTABLISH UNIFORM REPORTING REQUIREMENTS AND MANAGEMENT CONTROLS FOR EXPENSES INCURRED BY STATE EMPLOYEES WHO TRAVEL IN FURTHERANCE OF THEIR OFFICIAL STATE DUTIES;

(b) ESTABLISH A METHOD FOR EVALUATING COMMERCIAL TRAVEL VENDORS WHICH ACHIEVES THE MOST FAVORABLE RATES AND TRAVEL SERVICES FOR STATE EMPLOYEES;

(c) MAINTAIN AND MAKE AVAILABLE A CURRENT LIST OF APPROVED COMMERCIAL TRAVEL VENDORS AUTHORIZED FOR USE BY STATE EMPLOYEES;

(d) ESTABLISH A UNIFORM CREDIT CARD SYSTEM TO BE USED BY ANY STATE EMPLOYEE WHO TRAVELS IN FURTHERANCE OF HIS OR HER OFFICIAL DUTIES FOR ALL DIRECT BILLING AND CASH ADVANCES RELATED TO STATE EMPLOYEE TRAVEL. SUCH SYSTEM MAY REQUIRE STATE EMPLOYEES TO OBTAIN A DESIGNATED CREDIT CARD PRIOR TO UNDERTAKING SUCH TRAVEL.

(e) UNLESS OTHERWISE AUTHORIZED BY THE DIVISION, REQUIRE THAT ANY STATE EMPLOYEE WHO TRAVELS IN THE PERFORMANCE OF OFFICIAL STATE DUTIES SHALL:

(I) UTILIZE ONLY THOSE COMMERCIAL TRAVEL VENDORS THAT HAVE BEEN APPROVED BY THE DIVISION. NOTWITHSTANDING SUCH REQUIREMENT, THE DIVISION MAY AUTHORIZE THE USE OF NON-APPROVED COMMERCIAL TRAVEL VENDORS WHEN:

(A) A NON-APPROVED COMMERCIAL TRAVEL VENDOR OFFERS A LOWER PRICE FOR THE SERVICE REQUIRED THAN AN APPROVED VENDOR;

(B) USE OF AN APPROVED VENDOR WOULD RESULT IN ADDITIONAL COST TO THE STATE;

(C) THE DIVISION DETERMINES THAT AN EMERGENCY SITUATION EXISTS; OR

(D) USE OF A NON-APPROVED COMMERCIAL TRAVEL VENDOR WOULD FACILITATE EASE OF ACCESS TO THE SERVICE REQUIRED; EXCEPT THAT IN SUCH CASES, REIMBURSEMENT SHALL NOT EXCEED THE CONTRACT PRICE ESTABLISHED BY THE DIVISION FOR SUCH SERVICE IN CONTRACTS WITH APPROVED COMMERCIAL TRAVEL VENDORS. IN THE EVENT NO CONTRACT HAS BEEN ENTERED INTO FOR SUCH SERVICE, THE DIVISION SHALL AUTHORIZE REASONABLE REIMBURSEMENT.

(II) UTILIZE THE UNIFORM CREDIT CARD SYSTEM ESTABLISHED BY THE DIVISION FOR ALL DIRECT BILLING AND CASH ADVANCES RELATED TO SUCH TRAVEL.

(f) MONITOR TRAVEL PATTERNS AND PRACTICES OF STATE EMPLOYEES IN AN EFFORT TO IDENTIFY OPPORTUNITIES FOR COST SAVINGS;

(g) ENTER INTO SUCH CONTRACTS WITH COMMERCIAL TRAVEL VENDORS AND CREDIT CARD COMPANIES AS ARE NECESSARY TO CARRY OUT THE PURPOSES OF THIS SECTION;

(h) IN CONSULTATION WITH THE STATE CONTROLLER, PROMULGATE SUCH RULES AND REGULATIONS AS ARE NECESSARY TO EFFECTUATE THE PURPOSES OF THIS SECTION;

(i) ENFORCE SUCH RULES AND REGULATIONS AS MAY BE ADOPTED PURSUANT TO THIS SECTION;

(j) SUBMIT AN ANNUAL WRITTEN REPORT EVALUATING THE PROGRESS OF THE STATEWIDE TRAVEL MANAGEMENT PROGRAM. SUCH REPORT SHALL BE SUBMITTED WITH THE DIVISION'S ANNUAL BUDGET REQUEST AND SHALL INCLUDE DETAILED INFORMATION CONCERNING COST-SAVINGS ACHIEVED, UTILIZATION BY STATE EMPLOYEES, POLICY CHANGES WHICH HAVE RESULTED FROM THE IMPLEMENTATION OF THE PROGRAM, AND ANY OTHER INFORMATION CONCERNING THE PROGRAM WHICH THE DIVISION DEEMS APPROPRIATE; AND

(k) ENSURE THAT ALL POLICY CHANGES REGARDING THE PROGRAM ARE ANNOUNCED IN A TIMELY MANNER TO EACH STATE AGENCY.

(4) AS USED IN THIS SECTION, UNLESS THE CONTEXT OTHERWISE REQUIRES:

(a) "COMMERCIAL TRAVEL VENDOR" MEANS A COMMERCIAL ENTITY ENGAGING IN THE PROVISION OF TRAVEL-RELATED SERVICES.

(b) "CREDIT CARD" MEANS ANY TRAVEL, ENTERTAINMENT, OR COMPARABLE CHARGE CARD.

(c) "STATE AGENCY" MEANS ANY DEPARTMENT, BOARD, BUREAU, COMMISSION, INSTITUTION, OR OTHER AGENCY OF THE STATE, INCLUDING INSTITUTIONS OF HIGHER EDUCATION.

(d) "STATE EMPLOYEE" MEANS THE EMPLOYEES OF ANY STATE AGENCY.

SECTION 3. Effective date. This act shall take effect July 1, 1993.

SECTION 4. Safety clause. The general assembly hereby finds, determines, and declares that this act is necessary for the immediate preservation of the public peace, health, and safety.

Approved: June 6, 1993