

Memorandum

AEC Agenda Item VI.
April 8, 2010

To : AEC Members

Date : March 29, 2010

Telephone : (916) 561-1713

Facsimile : (916) 263-3678

E-mail : drich@cba.ca.gov

From : Dan Rich
Assistant Executive Officer

Subject : Economic Travel - Official State Business

Attached is a memorandum provided to California Board of Accountancy (CBA) members at the recent March 2010 meeting. The purpose of the document is to provide and define the basic travel reimbursement rules for individuals who are required to travel on official state business, methods of travel that are available, and how to use them.

This document will be crucial for Accounting Education Committee (AEC) members for any time spent traveling on official state business as it relates to AEC activities.

At the meeting, I will provide an overview of the previously circulated memorandum, and be available to answer any questions AEC members may have related to traveling on official state business.

Attachment

Memorandum

Attachment #1

Board Agenda Item X.F.
March 25-26, 2010

To : CBA Members

Date : March 8, 2010

Telephone : (916) 561-1713

Facsimile : (916) 263-3674

E-mail : drich@cba.ca.gov

From : Dan Rich
Assistant Executive Officer

Subject : Compliance with DCA Travel Guidelines

As a result of the recent direction provided by the Legislature during the Accountability and Administrative Review Hearing, the Department of Consumer Affairs (DCA) is committed to ensuring that only the most economical mode of transportation is reimbursed when employers are required to travel. Additionally, staff have been apprised that every travel claim submitted to DCA is being closely examined before any reimbursement is approved. Consequently, the issue of travel has been scheduled at this meeting to assure that all CBA members are aware of travel guidelines and do not incur travel expenses that are not reimbursable.

Attached is the Department of Consumer Affairs' Travel Guide (Travel Guide; Attachment 1). The purpose of this guide is to provide and define the basic travel reimbursement rules for employees who are required to travel on official state business, methods of travel that are available, and how to use them.

Per Diem Allowances – Please refer to page three and four in the Travel Guide.

Distance and time are two criteria that need to be considered when determining the appropriate amount of reimbursement allowed for meals, lodging and incidentals. Employees on travel status must be at least 50 miles from home/headquarters. The most direct route determines this distance. There are no flat reimbursement rates for meals. All items claimed are to be for the actual amount of the expense, up to the maximum reimbursement amounts. Time requirements are applicable when determining which meals are reimbursable.

The state rate only will be reimbursed for lodging. Please see page three of the travel guide for state rates related to specific counties.

Transportation – Please refer to page nine in the Travel Guide.

When determining the most economical mode of transportation, the following costs should be considered:

- Expenses for transportation (airline, bus, train, mileage for private vehicles, gasoline for rental cars, parking, shuttle, tolls, etc.).

- The most economical parking should be used at an airport (i.e., economy or long-term parking rather than daily or hourly parking).
- Valet parking will not be reimbursed.
- The urgency of the situation.
- The number of persons to be transported.
- Driving time one-way (consider alternate transportation if over 2 hours).
- If flying, the availability of transportation to and from the destination.

CBA staff are still seeking DCA guidance regarding those travel expenses that should be included when comparing alternate means of travel. For assistance in comparing costs to ensure the most economical mode of transportation is used, as noted on page 10 of the Travel Guide, please contact Veronica Daniel at (916) 561-1716. Please be aware that only the least expensive method of transportation will be reimbursed.

Rental Cars – Please refer to page 12 and 13 in the Travel Guide and the attached Department of General Services' Travel Bulletin #09-09 (Attachment 2).

The State currently contracts with Enterprise Rent A Car for vehicle rental while on official State business. In the event that Enterprise is unable to provide service, there are two secondary vendors: Alamo and National. Employees who use a non-contract vendor when a contract vendor is available, or exceed the maximum rates, will be responsible for the difference unless valid written justification is provided. Please refer to the attached Travel Bulletin for maximum rates.

The rental car requirements state that employees must NOT:

- Extend rental agreements for personal business and pay the difference.
- Agree to purchase insurance. Insurance is included in the state contracted rates.
- Agree to purchase the fuel service option or prepaid fuel. Employees are required to fill the vehicle up with gas before returning the vehicle.
- Agree to purchase higher rate, non-economy cars.
- Carry unauthorized, non-state employees, in rental vehicles.

Receipts – Please refer to pages 17 and 18 in the Travel Guide.

Receipts shall be submitted for every item of expense except for the following:

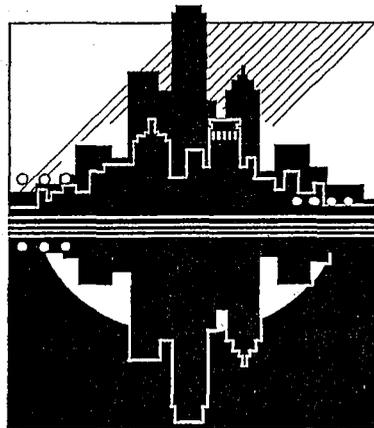
- Per Diem Meals and Incidentals.
- Overtime Meals.
- Up to the published railroad and bus fares of less than \$10.00, when travel is within the State of California.
- Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi shuttle or hotel bus fares, and parking fees of \$10.00 or less for each continuous period of parking or each separate transportation expense.

CBA staff are currently making modifications to CBA communications, new CBA member orientation materials and policy manuals to include information regarding the importance of selecting the most economical mode of travel.

For assistance with travel reservations, please contact Marina Olivarez-Fuentes at (916) 561-1712 or Miatra Smith at (916) 561-1719. Please submit your travel claim information to Barbara Coleman within 30 days after travel.

Attachments

CONSUMER AFFAIRS TRAVEL GUIDE



Office of Administrative Services
Accounts Payable Unit
January 2009

Disclaimer

Bargaining Contracts, Department of Personnel Administration (DPA), Departmental Policy and the State Administrative Manual (SAM) sets forth the information contained in this Travel Guide. If any of the information within is in conflict with the most recent provisions set forth by the said mentioned above then those provisions will supersede this guide. Information provided in this guide is routinely updated by various control agencies. The traveler or user of this guide must always make sure they have the most current information.

TABLE OF CONTENTS

CHAPTER 1	1
INTRODUCTIONS AND DEFINITIONS	1
Introduction.....	1
Who can file a claim	1
Terms.....	2
Policies.....	2
CHAPTER 2	3
PER DIEM ALLOWANCES.....	3
Introduction.....	3
Lodging Rates.....	3
Lodging Guide.....	3
Hotel Tax Waiver.....	3
Acceptable Receipts.....	4
Sharing a Room.....	4
Meal Rates.....	4
Less Than 24 Hours	4
Over 24 Hours	4
Incidentals.....	5
Business Related Meals	5
Receipts	5
Overtime Meals and Rates.....	5
Definitions	6
Arduous Work OT Meal*.....	6
Excess Lodging Policy and Procedure.....	6
Reasonable Accommodation.....	7
Exception to Travel Status Policy.....	7
Exception Authority, Limits and Criteria	7
Exception Process	7
Exception Process (continued).....	8
CHAPTER 3	9
TRANSPORTATION.....	9
Introduction.....	9
Supervisor's Responsibility.....	9
Determining the Most Economical Mode of Travel.....	9
Cost Comparison	10
Example of Cost Comparison.....	10
Reimbursement	10
Exception.....	10
Direct and Indirect Travel Arrangements	11
Reservations.....	11
Non-employee Reservations.....	11
Frequent Flyer Programs	11
Receipts	12
Airport Parking.....	12
State-owned, Privately-owned and Commercially-owned Rental Vehicle Use.....	12
Commercial Rental Cars	12
Car Rental Requirements	13
Car Rental Reservation Information	13
Contracted Car Rental Companies, Rates and Contact Numbers.....	13
Forms of Payment	14
Insurance.....	14

Personal Use	14
Fuel Reimbursement.....	14
Car Rental Receipts.....	14
Private Vehicle Authorization and Use.....	14
Mileage Rate Reimbursement.....	15
Alternate Work Site Mileage.....	15
Airport Drop Off.....	15
Motor Vehicle Accident Reporting (SAM section 0757).....	15
Overtime and Callback Mileage	15
State Vehicle Emergency Repairs	15
Taxis and Shuttles	16
Parking and Tolls (SAM section 0755)	16
Commuting Transit and Vanpool.....	16
CHAPTER 4	17
BUSINESS EXPENSES AND RECEIPTS.....	17
Business Expenses	17
Valid Receipts	17
Required Receipts	18
Not Required	18
Lost Receipts	18
Odd Sized Receipts.....	18
CHAPTER 5	19
REPORTABLE TAX ITEMS	19
Introduction.....	19
Reportable Items.....	19
Reportable Withholdings	19
W-2s.....	20
Capturing Reportable Items	20
CHAPTER 6	21
OUT-OF-STATE, OUT-OF-COUNTRY AND AMENDED CLAIMS.....	21
Introduction.....	21
Out-of-State Travel (OST)	21
Out-of-Country Travel.....	21
Amended Claims.....	22
CHAPTER 7	23
TRAVEL AND EVIDENCE ADVANCES	23
Travel Advances.....	23
CHAPTER 8	25
FILING REQUIREMENTS	25
Claim Form and Correction Instructions	25
When to Submit a Travel Expense Claim (TEC)	25
Required Information.....	25
CHAPTER 9	27
COMPLETING THE TRAVEL EXPENSE CLAIM.....	27
Introduction.....	27
Employee Information.....	27
Trip Information, Miscellaneous Information and Justifications, and Authorized Signatures	27
APPENDIX	29
RESOURCE MATERIALS AND FORMS	29
Resource Materials	30
Useful Web Sites and Addresses.....	30
List of Related Forms.....	31

CHAPTER 1

INTRODUCTIONS AND DEFINITIONS

Introduction

The purpose of this guide is to provide and define the basic travel reimbursement rules for employees who are required to travel on official state business, methods of travel that are available, and how to use them. In accordance with the State Bargaining Contracts, Department of Personnel Administration Sections 599.615 - 599.638.1 and the State Administrative Manual (SAM) Section 0700. If any of the information herein is in conflict with the most recent provisions set forth by the bargaining contract or government code sections cited above, then those provisions will supersede this guide. In addition, information provided in this guide is routinely updated by various control agencies. The traveler or user of this guide must always make sure they have the most current information.

Note: The travel reimbursement program is subject to Internal Revenue Service (IRS) requirements. There are no flat reimbursement rates. All items claimed are to be for the actual amount of the expense, up to the maximum rates allowed for all State officers, employees, and agents of the State traveling on official state business.

Who can file a claim

All DCA employees and any agent of the State (listed below) may request a travel advance and/or travel reimbursement using the appropriate department forms. Certain restrictions may apply (See reference-related section for specific requirements).

Statutory Board Members are individuals appointed to serve on boards or commissions established by law. Members are appointed by the Governor, Legislature or Department Head. Reimbursement for necessary travel expenses is based on the rates for non-represented employees.

Non-Statutory Board Members are individuals appointed to serve on boards, commissions or task forces that are created by agency secretaries, department directors, or executive officers on an as-needed basis to fulfill the department's mission. Reimbursement for necessary travel expenses is based on the rates for non-represented employees.

Proctors are intermittent hires through State Personnel Board. Proctors administer written or physical agility exams for civil service classification. Reimbursement for necessary travel expenses is based on the rates for non-represented employees.

Volunteers are individuals who voluntarily perform services for the State without pay. The volunteer must sign an Oath of Allegiance, which is kept on file at the department with the Volunteer Service Agreement. Volunteers will be reimbursed for necessary travel expenses at the rate negotiated for State employees performing comparable duties.

Terms

Short Term Travel: Travel where expenses are incurred at least 50 miles (one-way) from headquarters and/or residence when applicable, and is less than 31 consecutive days.

Long Term Travel: Travel that is in excess of 30 consecutive days becomes Long Term Travel. Please note special reimbursement rates and reporting requirements apply.

Per Diem Expenses: State business meals, lodging and all appropriate incidental expenses incurred while on travel status.

Transportation Expenses: Various modes of transportation used while on official state business. For example: airfare, vehicle, taxi and shuttles expenses.

Business Expenses: Charges necessary to the completion of official state business; such as business phone calls, emergency clothing and emergency supplies. All purchases shall be justified, and if the total business expense is over \$25.00, the claim must be approved by the DCA Fiscal Officer.

Conference or Convention: A meeting with a formal agenda, of persons to discuss or consult on specific work related subjects with the purpose of exchanging views, providing lectures or dialogue or providing or gaining skills and/or information for the good of the State.

Non-State Sponsored Conference: Planned, arranged and funded by an outside entity.

State Sponsored Conference: Planned, arranged and funded by state agencies for the benefit of the State and/or outside parties for the purpose of conducting state business.

Policies

Official Established Headquarters: Shall be designated for each state officer and employee and defined as the place where the officer or employee spends the largest portion of their regular workdays or working time, or the place to which he/she returns upon completion of special assignments. In some instances, however, it may be in the best interest of the department to designate either an employee's residence address or an assigned geographic area as his/her headquarters. Home-as-headquarters and geographic area designations will be based upon a determination of "economic merit" for geographic and logistical circumstances where the State benefits from such a determination, either in increased efficiencies or reduced costs.

Signature Authority: The signature of the approving officer certifies that the traveler is authorized to travel, the expenses incurred were to conduct official State business and that the items claimed are appropriate and keeping within the rules that govern state business travel. Typically the approving officer would be the traveling employee's immediate supervisor.

The Deputy Director of Board Relation approves Board Presidents travel expense claims. Once they have been reviewed and initialed by the Executive Officer. The Board President shall approve the Executive Officers & the Board Members travel claims. All approving officers must have a signature card on file with the Cashier's Office.

Note: See DCA Policy, Form and procedures regarding Authorized Signatures posted on the DCA Intranet.

CHAPTER 2

PER DIEM ALLOWANCES

Introduction

The State provides for reimbursement of actual and necessary out of pocket expenses while traveling on state business. When determining the appropriate amount of reimbursement allowed for meals, lodging and incidentals, two criteria need to be considered distance and time. Employees on travel status must be at least 50 miles from home/headquarters. The most direct route determines this distance.

For Short Term Travel Status Per Diem (meals, lodging and incidentals), several factors need to be considered such as:

- The bargaining unit of the employee (Represented or Excluded).
 - Geographical location of travel must be at least 50 miles (one-way) from where the trip begins headquarters and/or home. Factors: Which is the closest distance? Is travel during normal working hours or not? Is it a second work site? Etc.
 - The time frames the trip started and stopped.
 - The type and location of facilities used for lodging.
-

Lodging Rates

Short-term reimbursement rates for lodging expenses are as follows:

Lodging Reimbursement	Up to the Maximum Rate
In all counties of the state except for those listed below.	\$84.00 room rate plus taxes.
Los Angeles & San Diego County.	\$110.00 room rate plus taxes.
Orange & Marin Counties <i>For R-BU 2 employees only</i>	\$110.00 room rate plus taxes <i>with prior supervisor approval.</i>
Alameda, San Francisco, San Mateo & Santa Clara Counties.	\$140.00 room rate plus taxes.

Lodging Guide

The American Express Lodging Guide website <http://www.catravelsmart.com/> has been developed to find lodging for state business at state rates by the Department of General Services and American Express. Failure to use this resource can result in the denial of an excess lodging request from DPA and/or DCA.

Hotel Tax Waiver

The Hotel/Motel Transient Occupancy Tax Waiver, Form 236 (New 9-91) should be used whenever possible. This form must be completed in advance and given to the hotel for their records. In most cases, employees must ask for the exemption at time of reservation. Some hotels will not honor the tax waiver.

Acceptable Receipts

Lodging receipt must indicate the establishment's name, address, and check in/out date and time, number of occupancy, room rate, taxes and method of payment.

Sharing a Room

When sharing a room with another state employee each person can claim ½ the room rate or one employee can claim the entire amount and reference the other person in the comment section. Both employees should file their travel expense claims at the same time and a copy of the other's claim should be attached to their own.

Meal Rates

There are no flat reimbursement rates. All items claimed are to be for the ACTUAL AMOUNT OF EXPENSE, up to the following maximum reimbursement amounts listed below. The employee (or agent of the state) shall not claim reimbursement for any meals provided by or included in the cost of the hotel stay, airfare, and conference or convention registration fee and/or provided by the terms stated in a state contract.

Expense	Maximum Reimbursement	Expense	Maximum Reimbursement
Breakfast	\$6.00	Dinner	\$18.00
Lunch	\$10.00	Incidental	\$6.00

Less Than 24 Hours

The following table shows conditions under which a represented or non-represented employee may be reimbursed for meals while on travel status, if the trip is less than 24 hours:

Starts trip on OR before	Returns from trip on OR after	Entitled to
6:00 a.m.	9:00 a.m.	Breakfast
4:00 p.m.	7:00 p.m.	Dinner

NOTE: Board and Committee Members are entitled to meals, including lunch, on a one-day trip only when attending official scheduled Board or Committee meetings. These meal expenses are excused from the travel status mileage requirement, but all time requirements are applicable. (Example: Start trip at or before 11:00 a.m. and end at or after 2:00 p.m. to claim lunch). In addition, meals on trips of less than 24 hours will be reported as a taxable fringe benefit as required by the IRS.

Over 24 Hours

If a trip is over 24 hours but less than 31 consecutive days, a represented or non-represented employee is entitled to Breakfast, Lunch and Dinner for every full 24 hour period of time while on travel status. The following table shows the meal entitlements for the last fractional period of time:

Starts trip on OR before	Returns from trip on OR after	Entitled to
6:00 a.m.	8:00 a.m.	Breakfast
11:00 a.m.	2:00 p.m.	Lunch
5:00 p.m.	7:00 p.m.	Dinner

Incidentals

Incidental reimbursement is allowed for every full 24 hours of travel up to the maximum of \$6.00 for actual, necessary expenses. Incidentals include, but are not limited to, expenses for laundering/pressing of clothing and tips or gratuities for services such as porters and baggage handlers.

Business Related Meals

In rare instances, the cost of business-related meal expenses may be allowed. It must be clearly shown that it was impractical to conduct the State's business during working hours and that the meal took place in conditions beyond the employee's control. Justification should be provided on the TEC. The statement must include the purpose or goal of each business-related meal and the unusual conditions that justify payment. The employee may claim expenses not to exceed the breakfast, lunch or dinner allowance, whichever meal was consumed. The amount must be supported by a voucher or receipt for represented employees. Claims must include the establishment, the persons in attendance and the business conducted during the meal period. No reimbursement is allowed for the meal if the employee claims per diem for that day.

Allowable meals may include: participants from different cities hold a luncheon to allow one or more of them to make connections on a scheduled flight; an employee is required to go to lunch as a member of a group, such as a Board or Commission where official business is conducted; the meeting does not adjourn during the lunch and the employee has no choice of place to eat.

Non-allowable meals include: two or more employees go to lunch together and continue their business as an incidental to the meal; the meal is strictly for public relations purposes; when departments call meetings with their own and /or other department employees to conduct state business; the meeting could have taken place during regular working hours.

Receipts

Although the DCA does not currently require receipts for most meals or incidentals (except as noted above), the traveler must retain all their meal and incidental receipts for IRS purposes.

Overtime Meals and Rates

Overtime meal reimbursement is allowed when the employee works two excess hours either consecutive or contiguous to regular scheduled work hours. Rates and terms are defined by each bargaining unit contract as stated below. In determining the overtime hours worked for meal compensation, do not include any breaks for meals. Only one meal allowance may be claimed each day unless the employee has worked a minimum of 16 hours. For every six additional hours worked in excess of 10 hours, another meal allowance may be claimed, not to exceed three overtime meals within twenty-four hours.

Bargaining Unit	Rate	Consecutive*	Contiguous*
7 & 10	\$7.50	X	
1, 4, & 11	\$8.00		X
2, 9, 12, 19, & 21	\$8.00	X	
Excluded , 16 & 21 (exempt FLSA)	\$8.00	X	

Definitions

Consecutive: works either 2 hours before or 2 hours after normal work hours on a regular scheduled workday. Works 2 hours in excess of normal work hours on weekends, holidays, or regular scheduled day off (RDO).

Contiguous: Works 2 or more hours in excess of the number of hours worked on regularly scheduled workday.

Excluded WWGE & Represented Employees Exempt From FLSA are only entitled to overtime meals for extended arduous work.

*Arduous Work OT Meal**

Meals for Extended Arduous Work. On those rare occasions when an employee who is in a work week group other than work week group 2 would be required to physically or mentally work 10 hours or more (not including any breaks for meals) for an extended period of time. The employee, with approval of the appointing authority, may claim the actual cost of an arduous work meal up to \$8.00. Such meals should only be approved when it is clear that the work schedule is consistently in excess of a normal full time schedule. Occasional extra hours worked, consistent with the nature of other than Work Week Group 2 work schedule; do not meet the criteria for Extended Arduous Work Meals.

Excess Lodging Policy and Procedure

Reimbursement for lodging expenses in excess of the state specified rates, excluding taxes, require prior written approval from DPA and/or the DCA. A completed Excess Lodging Request (STD 255C) form should contain:

- ✓ A list of at least three hotels contacted using the American Express Lodging guide website to obtain state rate lodging. Contact additional hotels if no state rate hotels are found within the work area.
- ✓ Supporting documentation that a reasonable effort was made to locate lodging at the state-specified rates. Using only higher rate hotels in the documentation can not be considered reasonable efforts.
- ✓ Explain any applicable reasons for the state business need for an exception to the State's standard lodging rate.
- ✓ Obtain all required signatures and submit the request to the DCA Travel Unit at least 15 working days prior to the trip, when possible.
- ✓ Employees who incur expenses in excess of standard reimbursement will be responsible for the difference if the excess lodging request is denied.
- ✓ Attach agendas for any conference or convention that would assist in the travel justification.

Reasonable Accommodation

Can be obtained through Health & Safety when travel requirements are a hardship to the employee for medical reasons with supporting documentation. Please obtain the Reasonable Accommodation approval prior to commencing the trip.

Exception to Travel Status Policy

It is the policy of the DCA to adhere to the rules and regulations as defined by the Department of Personal Administration (DPA) regarding the approval of requests for reimbursement within 50 miles of the employees home or headquarters when conducting official state business. Extreme Acts of God and Nature that place the employee in harms way are automatic and will be approved after the fact, when fully documented.

Note: All exceptions to travel status reimbursements will be reported as a taxable fringe benefit as required by the IRS.

Exception Authority, Limits and Criteria

The DPA delegated the exception to travel status authority to the Director of the DCA who delegated the authority to the Deputy Director. There is no other allowable signature authority for this delegation. This delegation is extended with the provision that it will be administered according to the criteria, considerations and record keeping requirements as stated below. All exceptions are subject to audit by the DPA. Exceptions are to be granted in advance of the occurrence by the appointing power.

This delegation does not extend to the approval of meals or lodging at either the home or headquarters location. There is no allowance for any increase in the standard short-term travel reimbursement rates for meals and lodging or partial exceptions, such as lodging allowance without meals. When exceptions meet all the requirements and are granted by the Deputy Director, the employee is entitled to full short term travel reimbursement rates. This exception is not to be used in lieu of overtime for one-day travel.

Exception requests will be considered under a limited number of circumstances, when the employee is required to be away from his/her home and headquarters locations for more than a single day, but less than 50 miles. Based on the nature of the work performed, the hours of work or the apparent road/weather conditions make it impractical for the employee to return home or to the headquarters location at night.

The DPA has provided guidelines for an exception approval criterion that includes reasonable commute mileage. State departments are expected to demonstrate that every consideration has been given to minimize the cost to the State through responsible planning and scheduling.

Exception Process

A written request must be submitted in advance of the occurrence to the Accounting office for review and submission to the Deputy Director. The Executive Officer or the Division/Bureau/Program Chief must approve all exception requests.

Requests must contain the following information for each attendee:

- ✓ Name and classification of employee(s) requesting exception. If the time period and reason for expense are the same, submit a group request listing each employee's name, classification, the time period and reason.

Exception Process (continued)

- ✓ Name and address of the location expenses will be incurred.
- ✓ Name of the sponsor of the event.
- ✓ Reason(s) for the exception request; attempts made to reduce the costs.
- ✓ Amount of the anticipated expenses, including tax.
- ✓ For a conference or convention, when more than one attendee, explain why one employee could not achieve the goal and attach Training & Development request with approval.

Provide copies of the agenda, conference/convention announcements and map/mileage print outs. Once the exception request has been processed, a copy will be forwarded to the requesting office by the DCA Accounting Office. The requesting office must maintain a record of each request for the standard five-year record retention schedule.

CHAPTER 3

TRANSPORTATION

Introduction

The cost of transportation while on official state business should be accomplished by using the *most economical* means for the State.

Transportation expenses consist of:

- Commercial air fares
- Private vehicle use
- Commercial rental car use
- Gasoline for state or rental cars
- Taxis, shuttles or streetcar fares
- Parking of state, rental or privately owned vehicles
- Bridge and road tolls
- Emergency repairs (state cars only)
- Commuting Transit/Vanpool (EE Benefit) use

Supervisor's Responsibility

It is the supervisor's responsibility to ensure the method chosen for travel on State business is in the best interest of the State and not for the employee's convenience.

Determining the Most Economical Mode of Travel

When determining the most economical mode of transportation, the following costs should be considered:

- Employee's time
- Expenses for transportation (airline, bus, train, parking, shuttle, tolls, etc.)
- Expenses for meals, incidentals, lodging and any other state business expense
- The urgency of the situation
- If the employee must carry specialized equipment
- The number of stops and amount of equipment
- The number of persons to be transported (is it more economical?)
- Driving time one-way (is it over 2 hours?)
- Availability of transportation to and from the destination
- Overtime wages

Cost Comparison

Reimbursement will be made for the mode of transportation which is in the best interest of the State, considering direct expenses as well as the employee's time. If the employee chooses a more expensive mode of transportation, reimbursement will be for the least expensive mode of travel. Expenses incurred at the travel destination will be reimbursed based on the actual business expenses incurred while at that location. A cost comparison must:

- ✓ Be completed and attached to the TEC, showing both methods of travel.
- ✓ Include the least costly methods of travel for those expenses actually being substituted.
- ✓ Include only the expenses of traveling from one location to another. Do not include any work site expenses. Expenses incurred on site are to be claimed separately.

An employee choosing to use a more expensive mode of transportation will only be reimbursed for the amount it would have cost for the most economical mode of travel.

A cost comparison showing actual cost incurred versus the most economical mode and cost must be submitted with an employee's TEC. The cost comparison form is provided in Appendix A, for your convenience.

Example of Cost Comparison

The most common cost comparison is when the employee chooses to drive their personal vehicle versus using normal air transportation. For example, when an employee drives (having obtained supervisor's prior approval) to Los Angeles from Sacramento, the comparison is computed from the point the employee would normally have left on travel status in Sacramento to the point of landing in Los Angeles.

Air Costs		Vehicle Costs	
Ticket round trip	\$116.00	Mileage: city-to-city round trip	
Mileage to/from airport		720 miles x .585 cents per mile =	\$421.20
30 miles x .585 cents =	\$ 17.55		
Parking	\$ 12.00		
Total	\$145.55		

Reimbursement

The least expensive method of transportation will be reimbursed on the TEC.

The time requirement for meals and lodging would be allowed for the time the employee would have left and returned had they flown. Additional meal and lodging expenses incurred as a result of using an alternative method of transportation is at the employee's own expense.

Exception

An exception to the least expensive requirement would be if an employee has a reasonable accommodation approval through the DCA Health and Safety Office, which prevents the employee from specific modes of travel, such as air travel.

Request guidance from the Accounting Office's Travel Unit when special circumstances arise, prior to commencing the trip.

Direct and Indirect Travel Arrangements

All travel arrangements for official state business should be made through the Department's approved travel agency or directly with Southwest Airlines.

Reservations

When making reservations using Giselle's Travel Agency, it is important to remember that a service fee will be added to the cost of your flight. For on-line booking it is \$10.00, and telephone booking is \$15.00. The web link is: <https://www.globaltrav.com/> or you can contact an agent at (916) 922-0330.

To navigate the Giselle's website follow these steps:

- ✓ Click on "Corporate & Government Travel"
- ✓ Click on "State of California"
- ✓ Under "Department Name," use the pull down menu and select either "DCA Boards" or "DCA Bureaus."
- ✓ Under "Billing Codes," use the pull down menu and choose your board, bureau, division or program.
- ✓ Complete all requested information except for the credit card information. This is a default section and your airline ticket will be charged to the DCA's AMEX business travel account.

When making reservations using Southwest Airlines go to: www.swabiz.com and follow these steps:

- ✓ Click on "Traveler Accounts"
- ✓ Enter the appropriate company ID number: Boards and Committees: 99039695 or Bureaus and Divisions: 99290693
- ✓ Enter your personal Rapid Rewards number and password
- ✓ Click on "login"
- ✓ Click on "Reservations" and proceed as prompted

The contract airlines and their one-way fares are found on the internet at: <http://www.travel.dgs.ca.gov/airlines> . These fares are unrestricted and are not subject to limited seating.

Non-employee Reservations

You can make reservations for non-state employees conducting state business for your program, such as witnesses or contractors, and receive state rates when using the DCA state-contracted travel service agency.

Frequent Flyer Programs

Employees who earn travel premiums (Frequent Flier Miles/Points) while on official State Business may now use these travel premiums for their personal use. [See Personnel Management Liaisons (PML) Memorandum 2005-051].

Receipts

Airline itinerary or passenger receipts should include the traveler's name, dates and times of travel, destination and amount of airfare. Also, the customer's copy of the rental agreement should be submitted with the employee's Travel Expense Claim.

Airport Parking

Employees parking at the airport must use the most economical parking available, or explain excessive parking charges. If necessary to State business, excess charges may be reimbursed. It is the supervisor's responsibility to ensure compliance.

State-owned, Privately-owned and Commercially-owned Rental Vehicle Use

Agencies determine who will drive on official state business and the vehicle type to be used: State-owned, privately-owned, or commercially-owned vehicles. The definition of "use of a state vehicle in the conduct of state business" includes the use of state vehicles "when driven in the performance of, or necessary to, or in the course of, the duties of state employment and shall include the operation of state-owned or leased vehicles as commute vehicles in a carpool or vanpool program authorized by a state agency."

State vehicles may be authorized when two or more employees are traveling together. The trip includes intermediate stops not feasible for public transportation; the schedule of public carriers does not fit the itinerary; transportation is not available at the destination; an employee must carry specialized tools, books, etc.

Privately-owned Vehicles. Employees may use their privately-owned automobiles on official State business if this is approved by DCA. If the use is not less costly, the supervisor may authorize the use, but the payment will be for the less costly alternative. No agency will require an employee to use their privately-owned vehicle unless this is a formal condition for employment.

The following circumstances are prohibited uses of state vehicles:

- Using the state vehicle for anything other than conducting state business
- Carrying in the vehicle non-Departmental employees, friends or family members
- Private or recreational use

Commercially-owned Rental Vehicles may be rented when a State vehicle is not available and automobile travel is essential. Refer to the Department of General Services (DGS) Rental Car contract in order to ensure adherence to State policy. See Appendix.

Commercial Rental Cars

The State currently contracts with Enterprise Rent A Car for vehicle rental while on official State business. In the event that Enterprise is unable to provide service, there are two secondary vendors: Alamo and National. Employees who use a non-contract vendor when a contract vendor is available, or exceed the maximum rates, will be responsible for the difference unless valid written justification is provided.

The rental of alternative fuel vehicles is encouraged and their rental rate should be the same.

For the complete text of the current rental car contracts, go to the Office of Fleet Administration's web site at www.ofa.dgs.ca.gov.

Car Rental Requirements

In order to receive the contract rate, you must provide the DCA's "company" ID number or your Corporate American Express card when picking up the car. Reservations should be made in advance, but are not required. Employees must NOT:

- ✓ Extend rental agreements for personal business and pay the difference. When extending business trips for personal reasons, the employee must stop the state rental agreement and initiate a new *personal* rental agreement. See section on *Personal Use*.
- ✓ Agree to purchase insurance. Insurance is included in the state contracted rates.
- ✓ Agree to purchase the fuel service option or prepaid fuel (i.e., a flat refueling rate).
- ✓ Agree to purchase higher rate, non-economy cars
- ✓ Carry unauthorized, non-state employees, in a rental or state vehicle

Car Rental Reservation Information

When making reservations, use the established on-line booking process. Reservations should be made at least 24 hours in advance. In addition, Giselle's travel agency (<https://www.globaltrav.com>) can make car rental reservations for you.

When making reservations on-line, using the DCA Intranet website (<http://inside.dca.ca.gov>), or at the Enterprise Rent a Car counter, travelers should reference the Department's "company" ID numbers:

- Boards: DBCA181
- Bureaus: DBCA196

If travel plans change, please cancel the reservation.

Contracted Car Rental Companies, Rates and Contact Numbers

The contracted rental car companies and their maximum daily rate for compact vehicles are listed below. The current contract will expire on 12-31-2008, per SAM MM 06-02. Sales tax and refueling charges are not included in the contract rate.

Contract Company	Maximum Daily Rate	Corporate Discount #	Telephone Number
Enterprise	\$40.12	DBCALIF	(800) 736-8227
Secondary Vendors			
Alamo	\$83.41	191259	(800) 732-3232
National	\$83.41	5400321	(800) 227-7368

Links to on-line reservations with Enterprise Rent a Car:

- Boards:
http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=DBCA181
- Bureaus:
http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=DBCA196

Forms of Payment

The recognized form of payment is the Corporate Rental Business Traveler Account (CRBTA) and your Corporate American Express Card. Use of cash or the employee's personal credit card payment will not guarantee the State contract rate.

Insurance

The State contract includes insurance and employees should not accept additional insurance. Employees using a non-contracted vendor may not have insurance included in their rental rate. The employee will be personally responsible for the insurance costs when choosing to use a non-contracted vendor.

In the event an at-fault accident occurs when renting a non-contract vehicle, the employee and the department may be legally responsible for all damages sustained by others as well as property damage to the rental vehicle.

Personal Use

Any personal use of a State contracted rental car is prohibited. When extending business trips for personal reasons, the traveler must stop the State contracted rental agreement when the State business ends and have a new rental agreement drawn up for the personal portion of the trip.

Fuel Reimbursement

All employees are required to refuel the rental car prior to its return. To be reimbursed, a receipt reflecting the purchase of fuel must be submitted with the Travel Expense Claim.

If gas charges are made through the rental car agency, reimbursement will not be made without appropriate justification. Fuel Service Options or Pre-Paid Fuel Options offered by rental car companies are prohibited and will not be reimbursed.

Car Rental Receipts

Final agreements showing amount charged and payment method are required. Pre-calculations or initial agreements are not acceptable. Gasoline receipts must show the date of purchase, method of payment and an expense breakdown, i.e., price per gallon and extended total purchased amount.

Private Vehicle Authorization and Use

The State Administrative Manual requires that before any employee (including a board member) uses a privately owned vehicle to conduct State business, that employee must obtain authorization in writing from his or her supervisor and certify that the vehicle will be operated in compliance with State Administrative Manual section 0753.

An Authorization to Use Privately Owned Vehicle (STD Form 261), should be completed and on file with the immediate supervisor. The STD 261 must be updated and re-signed annually.

Employees should be aware that the insurance maintained by the State is for the liability above the amount of the employees' policies. All employees driving on State business must carry evidence of liability insurance coverage. Mileage rates paid to employees include an amount that reimburses employees for maintaining minimum insurance coverage.

Mileage Rate Reimbursement

The following table shows the mileage reimbursement rates for privately owned vehicles:

7/1/2006 – 12/31/2006	44.5 cents per mile
1/1/2007 – 12/31/2007	48.5 cents per mile
1/1/2008 – 06/30/2008	50.5 cents per mile
07/01/2008 – 12/31/08	58.5 cents per mile
1/1/2009 – current	55. cents per mile

Alternate Work Site Mileage

When an employee's regular work assignment requires reporting to a second location other than headquarters, i.e. a training site, mileage reimbursement is limited to the actual mileage incurred less their normal commute distance.

Airport Drop Off

When an employee is driven to a common carrier and no parking expenses are incurred during the employee's absence, they may claim mileage reimbursement at double the number of miles from headquarters or residence, whichever is less, while the employee actually rides in the vehicle.

If travel commences or terminates one hour before or after normal work hours, or on a regularly scheduled day off, mileage may be computed from the residence.

Minimal parking expenses for pick up will be allowed, with justification and/or notation on the travel expense claim (TEC).

Motor Vehicle Accident Reporting (SAM section 0757)

All motor vehicle accidents involving state owned vehicle, or any vehicle being used on state business, must be reported. Report all accidents immediately to your manager and to the DCA Business Services Office. Accidents must be reported within 48 hours to the Office of Risk and Insurance Management on a STD. 270 Form. State reporting requirements are in addition to a regular police report as required by law.

Accident reimbursement claims require special approval and processing. Therefore, contact the DCA Travel Unit for guidance.

Overtime and Callback Mileage

Callback or scheduled overtime mileage incurred on a normal day off, from your home to established headquarters, is reimbursable and the reimbursement is a reportable fringe benefit.

State Vehicle Emergency Repairs

Emergency state vehicle repairs can be reimbursed on a travel expense claim (TEC) with the appropriate receipt and written justification or explanation of the event. Repairs require Fleet Administration approval. For non-emergency car repairs, the employee should have the vendor bill the program directly.

Taxis and Shuttles

Taxis and shuttles should be used for trips within a reasonable distance (10 to 15 miles). Reimbursement can be made on a TEC for the actual cost of the expense with a receipt, or for no more than \$10.00 without a receipt. General Service charge cards are accepted for taxis and shuttle services within the Sacramento and Fresno areas. Tips or gratuities to drivers are not reimbursable since they are included in the incidental allowance. However, tips or gratuities for exceptional services, such as loading/unloading substantial luggage or multiple exam material is allowable with written justification and receipt.

Parking and Tolls (SAM section 0755)

Parking and tolls in excess of \$10.00 require a receipt and may be paid:

- For day parking when the trip is away from the headquarters office and residence.
- For overnight public parking when the traveler is on travel status.
- For callback or scheduled overtime on a normal day off.

Commuting Transit and Vanpool

Employees who commute to and from work via public transportation or qualifying vanpools may be eligible for up to a 75 percent discount on public transit passes up to a maximum reimbursement of \$65 per month. Reimbursement is based on actual cost supported by a receipt or proof of purchase.

Part time employees' reimbursement may be prorated to correspond to their appropriate work schedule. Daily passes may be utilized for part time employee reimbursement.

The State will pay \$100 per month to the primary driver of a qualifying vanpool consisting of 7 to 15 people in lieu of the vanpool/transit rider incentive. A qualifying vanpool must meet both the IRS Section 132 and DPA 599.636 criteria.

CHAPTER 4

BUSINESS EXPENSES AND RECEIPTS

Business Expenses

Business expenses are costs that are necessary for the completion of state business. Examples:

- Telephone calls over \$1.00 or calls totaling over five dollars (\$5.00). The DCA phone log can be used for logging calls when there is no official receipt provided. (See Appendix).
- Approved training request for all out-service courses and in-state conferences and conventions. Reimbursement for training classes will be processed after completion of the training class.
- Physical examinations required by the state are paid at the maximum reimbursement rate of \$70.15 for pre-employment physical examinations. The applicant must pay for any services beyond the approved level for such services. (The current rate may be found in SAM Section 0191).
- Excessive porter or baggage handling, such as for several boxes of exam materials, will be reimbursed with a receipt and justification.
- Professional licenses in occupational fields that may be required by the functions of a specific position, or is beneficial to the performance of an employee's duties, shall be reimbursed for the actual cost of the application or renewal fee.
- Membership dues: Each department, commission, board or agency may reimburse an employee for up to the maximum allowed for membership dues in job-related professional societies or associations of the employee's choice or for a job-related professional license fee, in recognition of the professional nature of employees. Both parties agree and understand that a different amount of reimbursement, if any, may be provided to employees in the same or similar situation.

Valid Receipts

A valid receipt consists of the establishment's name, address, itemized expenses, including the total amount due and method of payment. When submitting a travel expense claim, the claimant is required to include original, itemized receipts for all state business expenses, unless specifically noted and excepted in another section of this Travel Guide.

Reimbursement requires proof of payment by the employee. If the receipt does not show the employee paid for the expense, attach other viable information such as the canceled check, bank or credit card statement. For security purposes, blacken out all non-related charges and only retain the employee's name, bank name and the specific charge you are claiming.

Required Receipts

Receipts shall be submitted for every item of expense of \$25.00 (DCA requires \$1.00) or more, except as noted in this chapter.

DCA policy is for all receipts to be attached to the travel expense claim (TEC), whether paid directly (to the vendor or establishment) by the state or paid by the employee. Examples: airline itineraries, final rental car expense receipts, etc.

Not Required

The employee must retain copies of all receipts, including those original receipts not required for reimbursement by the Department for IRS purposes.

Receipts are NOT required for reimbursement of actual expenses as a result of conducting State business for the following expenses:

- Per Diem Meals and Incidentals
- Overtime Meals
- Up to the published railroad and bus fares of less than \$10.00, when travel is within the State of California.
- Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi shuttle or hotel bus fares, and parking fees of \$10.00 or less for each continuous period of parking or each separate transportation expense.

Lost Receipts

In the absence of a receipt, reimbursement will be limited to the non-receipted amount or the published expense, when lower than the non-receipted amount.

Odd Sized Receipts

If receipts are small, tape them to an 8 1/2" x 11" sheet of paper so they will be the same size as the travel claim. More than one receipt can be on a sheet of paper as long as they do not overlap. Do not tape the receipts to both sides of the paper.

CHAPTER 5

REPORTABLE TAX ITEMS

Introduction

Various reimbursements of State Business Expenses and Fringe Benefits are subject to Federal and State income taxes and applicable Social Security and Medicare taxes. The Department is required to report qualifying business expense reimbursements as income to the State Controllers Office each month.

Note: It is the State and Department's policy to adhere to all IRS reporting requirements.

Reportable Items

The following items are the most common reportable employer-provided benefits:

- Overtime meals
- Callback mileage, including overtime mileage
- Meals on a one-day trip where there is no sleep period
- Department-approved exceptions to the 50 miles travel status radius rule
- Long term assignments which exceed 30 consecutive days at one location for a period of more than one year. Contact the DCA Travel Unit for details, when appropriate
- The personal use of state vehicles for commute miles
- Personal use of a state provided electronic device
- Travel advances that are not cleared within 30 days of the travel date.
- Relocation: Contact the DCA Travel Unit for details, when appropriate

Note: Any non-receipted expense, such as meals and incidentals, becomes reportable "if" the IRS conducts an audit and finds no receipts in the employee's file.

Reportable Withholdings

Below is a grid showing the percentages of taxes withheld from each agency. Also, an example of the withholdings based on a \$66.00 reporting item. The actual amount withheld from the \$66.00 item is \$27.50. This amount would be deducted from the employee's next available pay warrant.

Type of Tax	Withholding Rate	Monthly Value	Actual Withholding
Federal	28.0%	\$66.00	\$18.48
State	6.0%	\$66.00	\$ 3.96
SSI	6.2%	\$66.00	\$ 4.10
Medicare	1.45%	\$66.00	\$.96

The reportable reimbursements will be listed under "Other Income," or will be noted as "Included in Box 1" on the employee's W-2 form.

It is the employee's responsibility to maintain all reportable receipts with their records for IRS audit purposes.

Capturing Reportable Items

There are many ways of capturing and reporting reportable items each month. Examples:

- Overtime Meals, Call back mileage and Meals on a one-day trip are captured at the time of the Travel Expense Claim (TEC) audit, and reimbursement is made.
 - Department-approved exemptions to the "fifty miles travel status radius" rule and Long-term assignments which exceed 30 consecutive days, are captured at the time that paperwork is submitted for approval to the Executive Office and the reimbursement of the Travel Expense Claim (TEC) is made.
 - Reporting personal mileage and/or use of a state vehicle is the responsibility of the employee. The Internal Revenue Services (IRS) has determined that normal commute miles to and from work in a State vehicle are to be considered personal use. Only employees whose primary responsibilities are investigative law enforcement activities while they are performing law enforcement duties fit the IRS guidelines for exemption from reporting personal use of State vehicles. However, when these employees commute to and from the office for their office days or do not perform qualifying law enforcement activities on the way to or from work, the commute is reportable. All other employees who are permanently or temporarily assigned state vehicles must report personal use and/or their normal commute use. Each employee who drives a state vehicle is required to submit a monthly Employee Certification, Personal Use of State Provided Vehicles form (AISD-021B), to the DCA Accounting Office by the 5th day of the following month in which the personal use was incurred. Note: This requirement applies to all employees who drive a state vehicle; it is not limited to those employees whose assigned cars are stored at home or in offsite parking.
 - Reporting personal use of a state provided electronic device is the responsibility of the employee. Each employee who uses state provided equipment for any personal use should prepare a memo stating the type of usage and the actual or estimated cost of the usage to be reported. To avoid the reporting of this type of fringe benefit, the employee can submit a personal check with the memo to reimburse the department for their personal use.
 - All Travel Advances are to be temporary. Any outstanding travel advances over ninety days, is considered long term, and should be treated as wages or compensation. Therefore, reported as taxable income.
 - Reporting "Relocation" taxable items varies depending on the type of expenses that occur, i.e. moving of household goods, sale of residence, etc. For actual reporting requirements, contact the DCA Accounting Offices Travel Unit for details.
-

CHAPTER 6

OUT-OF-STATE, OUT-OF-COUNTRY AND AMENDED CLAIMS

Introduction

There are additional requirements and/or approvals when filing out-of-state, out-of-country or amended travel expense claims.

Out-of-State Travel (OST)

Before any State employee may travel out of state on official State business, specific written approval must be given by the Director, the Agency Secretary, the Department of Finance, and the Governor's Office. Approval must be obtained if either one of the following conditions exist:

1. The employee is on state time, or
2. The employee is representing the State in an official capacity or is acting in such a capacity that it will be perceived that he or she is representing the State.

If either of these two criteria exist, approval is necessary regardless of whether or not the State is paying for the employee's travel expenses. The trips are limited to the approved number of persons, days and funds as specified for each blanket request. Expenses exceeding the blanket limits will require an approved blanket substitution request to cover the overages prior to travel. Any cost incurred prior to the blanket approval will be at the employee's own expense.

Out-of-state travel expenses must be submitted separately from in-state travel and note the approved Blanket number on the claim. Actual lodging expense, supported by a receipt and the standard meal and incidental reimbursement, may be claimed for travel outside of California. Contact the DCA Budget or Accounting Office if you do not know the blanket number or require additional information. Refer to SAM 0760 - 0765.

Out-of-Country Travel

Employees will be reimbursed for actual lodging expenses, supported by a receipt, and will be reimbursed for actual meal and incidental expenses subject to maximum rates in accordance with the published Government rates for foreign travel for the dates of travel. Failure to furnish lodging receipts will limit reimbursement to meals only. The Government rates change monthly. Go to <http://aoprals.state.gov> for the current reimbursement rates.

There is no allowance for blanket substitution of funds or authority for out of country trips. Any expenses incurred that exceed the individual trip authority or funds will be at the traveler's own expense. Claims must be submitted separately with the (approved) Individual Out-of-Country trip request number written on the claim. Contact the DCA Budget Office if you do not know the trip number or require additional information.

Amended Claims

When filing an amended claim the following steps should be taken:

1. Submit a new claim.
 2. Write "AMENDED CLAIM" in bold letters at the top of the claim.
 3. Claim only the amount **not** submitted on the original claim.
 4. Attach a copy of the original claim to the new claim.
 5. Attach any required information, receipts, or justification not submitted with the original claim.
 6. Obtain all required signatures and submit the claim to Accounting for payment.
-

CHAPTER 7

TRAVEL AND EVIDENCE ADVANCES

Travel Advances

Short-term advances may be issued prior to the time travel is actually performed, to employees who must travel on State business. Refer to SAM 8116 and 8117.

- Submit the Request for Travel Advance (AISD-008) to the DCA Accounting Office within ten to fifteen working days prior to the date of travel. Original signatures are required.
 - Advances over \$500.00 require an additional approval and may take an additional day(s) to process because the Accounting Office must obtain Budget Office approval.
 - If the trip is canceled, the advance must be returned immediately to the Accounting Office. If the check is cashed, a personal check must be submitted as reimbursement.
 - All advances must be cleared by submitting a travel expense claim within thirty days after the date of travel. If the advance exceeds the expense claim, to clear the advance, the employee must submit with the claim a check, money order (payable to DCA), or cash for the difference. If the claim exceeds the advance, the employee will receive the balance due them by check within 10-12 working days.
 - Add a notation regarding the advance information in Section 11 of the travel expense claim. (Example: March Travel Advance \$200.00) Do not deduct the advance amount from your claim total.
 - Any outstanding advances over 90 days may be deducted from your next month's salary warrant. The DCA Accounting Office will notify the employee before this process occurs. The notification letter will allow the employee time to clear the advance balance. Failure to clear advances may preclude future advances being issued until the outstanding advances are cleared. Direct Deposit will be canceled for those employees with uncleared balances to collect any advance balances not cleared within a reasonable time.
 - Travel advances that are not cleared within 90 days must be reported as taxable income. Taxes due will be withheld from the next available payroll warrant and reported as taxable income on the employee's W-2. When the advance is cleared, there is no method to refund the withheld taxes to the employee.
 - Some restrictions apply to seasonal or part time employees (including Board and Committee members) who may not be issued travel advances. Exceptions requests are granted, by approval of the Deputy Director, on a limited basis.
-

CHAPTER 8

FILING REQUIREMENTS

Claim Form and Correction Instructions

The State of California Travel Expense Claim (TEC), STD 262 Form (Rev. 09/2007), must be completed to request reimbursement of state related travel expenses. Submit the original and one legible copy to the Accounting Office for processing. Keep a third copy for your records with any non-required original receipts. All travel expense claims should be completed in ink or typewritten. The original signature of the claimant and the approving officer are required to be completed in ink (preferably in colored ink) in the appropriate area of the form.

For minor corrections, line out the incorrect information and write in the corrected information. The claimant must initial all corrections.

Travel claims with correction fluid or correction tape in critical areas of the form (affecting the reimbursement amount) will not be accepted. Travel claims may be returned as unauditible if submitted with numerous changes or if it is difficult to read.

When to Submit a Travel Expense Claim (TEC)

Travel expense claims should be filed at least once a month, but not more than twice in one month. If the amount claimed for any one month does not exceed \$10.00, filing can be deferred until the next month's travel or until June 30th, which ever comes first. Several trips may be entered on one TEC. When more than one trip is being listed, a blank line should be left between each trip. Trips that start at the end of one month and extend into the next month should be submitted after the trip has concluded.

While it is acceptable to put several trips on one claim, the following expenses must be submitted on a separate travel expense claim: Out-of-State, Out-of-Country, Long-Term assignment, Evidence and Relocation expenses. Please label the TEC header when filing reimbursement claims for other than short-term travel.

All claims for the current fiscal year must be submitted by the published year-end deadline. Do not combine fiscal years. If a trip overlaps June and July, two separate travel expense claims must be completed and filed, one for each month. However, they should be submitted together for audit purposes.

Required Information

The travel expense claim must be completed in its entirety, including heading, dates, time, amounts, mode of transportation, purpose, normal work hours, etc., and have the claimant's and the authorized approving officer's original signatures.

Itemized expenses and original receipts showing proof of payment and justifications, when necessary, are required documentation for the claim.

CHAPTER 9

COMPLETING THE TRAVEL EXPENSE CLAIM

Introduction

The Travel Expense Claim Form, STD 262, requires various information including Employee information, Trip information, Reimbursement amounts, Authorizations and justifications to be provided. Below is step by step description of what is required to complete a Travel Expense Claim.

Employee Information

This information describes whom, classification, bargaining unit and where the expenses should be charged.

Block	Action
Claimant's Name	Enter: First Name, Middle Initial, Last Name
SSN or Employee Number*	Enter: 13-digit Position Number or "on file" <i>Note: the asterisk here and on the Travel Expense Claim form refers to the Privacy Statement provided on the reverse side of the form.</i>
Department	Enter: Department of Consumer Affairs
Position	Enter: Civil Service Classification (Title)
CB/ID No.	Enter: Bargaining Unit Number for Represented Employees OR Enter: Confidential, Exempt, Board / Committee Member, Volunteer or other specific title.
Division or Bureau	Enter: Board, Committee, Program, Division, or Unit name
Index Number	Enter: Index / PCA Number. (Contact the DCA Accounting Office for assistance if you do not know your Index / PCA number).
Residence Address* (including City, State & Zip Code)	Enter: Home address. (Do not use PO Box). <i>If confidential, contact the DCA Accounting Office for guidance.</i> <i>Note: the asterisk here and on the Travel Expense Claim form refers to the Privacy Statement provided on the reverse side of the form.</i>
Headquarters Address (including City, State & Zip Code)	Enter: the complete Headquarters (work) address.
Telephone Number	Enter: Office telephone number (Show area code)

Trip Information, Miscellaneous Information and Justifications, and Authorized Signatures

This section requests information regarding the when, where, and why the expenses occurred. The bottom section provides space for required authorization signatures.

Block	Action																		
1	NORMAL WORK HOURS: Use the 24-hour clock.																		
2	Enter the license number of the private vehicle used on state business.																		
3	MILEAGE RATE CLAIMED: Enter the rate claimed for private vehicle use.																		
4	MONTH/YEAR: Month number (JAN =1, DEC = 12) and 4-digit year																		
5	DATE: Day of the month (one day per line) TIME: of Departure and Return (using the 24-hour clock)																		
6	LOCATION: Location where expenses occurred. (A brief statement describing the purpose may be entered immediately below the last entry for each trip).																		
7	Enter the actual cost of lodging, plus tax (up to the maximum reimbursement).																		
8	Enter the actual cost of meals (up to the maximum reimbursement).																		
9	Enter the actual cost of incidentals (up to the maximum reimbursement).																		
10 (A)	Enter the cost of transportation, if paid by employee.																		
10 (B)	Enter the method of transportation, using the following codes: <table border="1" data-bbox="438 798 1421 1165"> <thead> <tr> <th>Type of Transportation</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>Railway</td> <td>R</td> </tr> <tr> <td>Bus, Air porter, Light Rail, BART</td> <td>B</td> </tr> <tr> <td>Commercial Airline</td> <td>A</td> </tr> <tr> <td>Privately owned vehicle (Motorcycles not allowed)</td> <td>PC</td> </tr> <tr> <td>Private Air</td> <td>PA</td> </tr> <tr> <td>State Car</td> <td>SC</td> </tr> <tr> <td>Rental Car</td> <td>RC</td> </tr> <tr> <td>Taxi</td> <td>T</td> </tr> </tbody> </table>	Type of Transportation	Code	Railway	R	Bus, Air porter, Light Rail, BART	B	Commercial Airline	A	Privately owned vehicle (Motorcycles not allowed)	PC	Private Air	PA	State Car	SC	Rental Car	RC	Taxi	T
Type of Transportation	Code																		
Railway	R																		
Bus, Air porter, Light Rail, BART	B																		
Commercial Airline	A																		
Privately owned vehicle (Motorcycles not allowed)	PC																		
Private Air	PA																		
State Car	SC																		
Rental Car	RC																		
Taxi	T																		
10 (C)	Enter carfare, bridge road tolls, or parking expenses.																		
10 (D)	Enter the number of miles driven with private and state vehicles, then enter the amount due for private vehicles only.																		
11	Enter any other expenses necessary for completion of state business, with justification as required. Note: Expenses over \$25.00 require Office of Administrative Services authorization. The DCA Accounting Office will obtain signatures.																		
12	Enter the total expenses for that day.																		
13	Enter the total expenses for each column.																		
14	Enter the justification and miscellaneous information, such as: <ul style="list-style-type: none"> ✓ Explanation of business expenses ✓ Phone expenses, including place, party and number called ✓ Receipt justification, if needed ✓ Justification for obtaining rental cars, other than a compact, or use of a non-contract vendor ✓ Travel advances received 																		
15	Claimant's original signature and date signed.																		
16	Approving Officer's original signature and date signed.																		
17	Special expense signatures are obtained by the DCA Accounting Office.																		

APPENDIX

RESOURCE MATERIALS AND FORMS

Resource Materials

The list below includes various memos, policies, procedures and web sites with information regarding travel reimbursement rules and regulations.

Subject	Issue Date	Expires	Number
Approval of Excess Lodging Rates	04/06/2006		DPA PML 2006-013 (http://www.dpa.ca.gov/textdocs/freepmls/PML2006013.txt)
Commercial Car Rental Contracts (http://www.travel.dgs.ca.gov/CarRental/CCR.htm)	01/11/2006	12/31/2008	SAM MM 06-02 (http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM06_02.pdf)
Discount Airfares for Official Business	06/24/2003	06/30/2007	SAM MM 06-11 (http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM06_11.pdf)
FLSA Guidelines	06/01/2002		DCA DPM-PERS 02-06 (http://inside.dca.ca.gov/oas/hr/dpm/02_06.pdf)
State Bar Dues and Professional Leave	01/07/2008		DPA PML 2008-0001 (http://www.dpa.ca.gov/textdocs/freepmls/PML2008001.txt)
Travel & Relocation –Lodging Receipts	07/08/2005		DPA PML 2005-021 (http://www.dpa.ca.gov/textdocs/freepmls/PML2005021.pdf)
Vanpool Incentives	10/22/2002 09/27/2002 04/02/2002		DPA PML 2002-069 (http://www.dpa.ca.gov/textdocs/freepmls/PML2002069.txt) DPA PML 2002-064 (http://www.dpa.ca.gov/textdocs/freepmls/PML2002064.txt) DPA PML 2002-021 (http://www.dpa.ca.gov/textdocs/freepmls/PML2002021.txt)

Useful Web Sites and Addresses

Useful Web Sites	Internet Addresses
American Express ▪ Travel Guide and Lodging Guides	http://www.Travelcsg.com
Department of General Services ▪ State Administrative Manual ▪ Forms	http://www.dgs.ca.gov ▪ sam.dgs.ca.gov/sam.htm ▪ osp.dgs.ca.gov/on-line+publications
Department of Personal Administration ▪ Bargaining Unit Contracts ▪ Personnel Management Letters (PML's)	http://www.dpa.ca.gov
Enterprise Rent a Car	http://www.enterprise.com/car_rental/home.do
Giselle's Travel Agency	https://www.globaltrav.com/
Southwest Airlines	http://www.swabiz.com/

List of Related Forms

The travel forms mentioned in this Travel Guide are available on the DCA Intranet at (<http://inside.dca.ca.gov/eforms.htm>) and are provided in this Appendix for your convenience, and may be reproduced for your use.

Form	Number	DCA Intranet and/or Internet Links
Authorization To Use Privately Owned Vehicle	STD 261	http://www.documents.dgs.ca.gov/osp/pdf/std261.pdf
Cost Comparison form	N/A	http://inside.dca.ca.gov/forms/oas/cost_comparison.pdf
Excess Lodging Request	STD 255C	http://www.documents.dgs.ca.gov/osp/p5c.pdf
Hotel/Motel Transient Occupancy Tax Waiver	STD 236	http://www.documents.dgs.ca.gov/osp/pdf/std236.pdf
Justification for Reimbursement for Postage Charges	AISD 12	http://inside.dca.ca.gov/forms/oas/postal_charges.pdf
Justification for Reimbursement for Telephone Charges	AISD 11	http://inside.dca.ca.gov/forms/oas/phone_charges.pdf
Travel Advance Request	AISD 008	http://inside.dca.ca.gov/forms/oas/travel_advance.pdf
Travel Expense Claim	STD 262	http://www.documents.dgs.ca.gov/osp/pdf/std262.pdf



DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL MANAGEMENT PROGRAM
TRAVEL BULLETIN

Travel Bulletin # 09-09

Effective: January 1, 2010
 Expiration: December 31, 2010

SUBJECT: Commercial Car Rental Contract

PURPOSE: Extension of Primary and Secondary Contracts

REFERENCE: MM 06-02, Travel Bulletin # 09-02

PURPOSE

This Travel bulletin announces the extension of the current rental car contracts. All rates remain the same for calendar year 2010. Subsidiaries of Enterprise Holdings, INC. formerly, Enterprise Rent A Car remains the primary car rental vendor and Vanguard Car Rental USA, formerly Vanguard Car Rental, the parent company for Alamo and National Car Rental, remains the secondary car rental vendor. For all additional information and contract language view the www.travel.dgs.ca.gov and Car Rental tab.

**Base and
 Maximum Cap
 Rates**

Primary Vendor – Subsidiaries of Enterprise Holdings, Inc.
 Effective January 1, 2010
 Base Rate \$33.46
 Maximum rate \$40.12

Secondary Vendor – Vanguard Car Rental USA
 Effective January 1, 2010
 Base Rate \$35.02
 Maximum rate \$83.41

**Car Rental
 Contacts**

Subsidiaries of Enterprise Holdings, Inc.
 Corporate ID – NACALIF
 Lisa Holmes
 (916) 787-4733

Vanguard Car Rental USA
 Alamo Corporate ID – 191259
 National Corporate ID – 5400321
 Rob Fyfe
 (900) 608-7514 x160

DGS Contact

Bahia Abdallah, Statewide Travel Program Specialist
 DGS Statewide Travel and Meeting Management Program
 (916) 376-3990
 (916) 376-3999 Fax
Bahia.abdallah@dgs.ca.gov