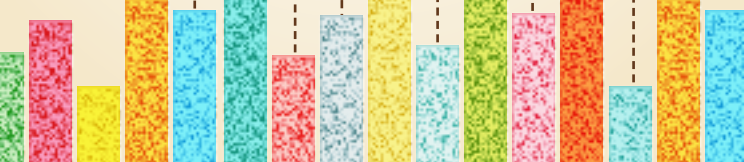


# POCKET TRAVEL GUIDE

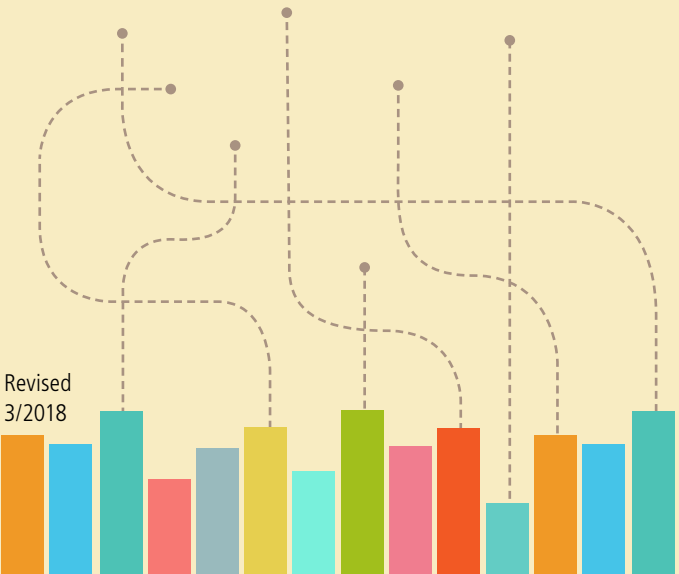


**MARCH  
2018**



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# INTRODUCTION

This document provides guidelines for state employees, subject matter experts (SMEs), witnesses, and non-employees who are required to travel on official state business (i.e., board members, commissioners, advisory committee members). It briefly explains the reimbursement rates, filing requirements, methods of travel, and the documents required for reimbursement. Go to the [DCA intranet](#) to view the [DCA Travel Guide](#) for more detailed information.

Travel Status equals traveling at least 50 miles one way or 100 miles round-trip from the employee's established headquarters and/or residence while on state business. An exception to Travel Status: When requested to travel less than 50 miles from your primary residence or established headquarters, you must obtain prior approval from the director. Exceptions to Travel Status reimbursements will be reported as taxable fringe benefits.

# IN-STATE REIMBURSEMENT RATES

Reimbursement is allowed for actual costs up to the maximum reimbursement for each meal, incidental, and lodging expense incurred while on Travel Status. Please review your Bargaining Unit (BU) contract for the most current rates.

BU 1–21, Exempt and Excluded	
Expense	Maximum Reimbursement
Breakfast	\$7
Lunch	\$11
Dinner	\$23
Incidental	\$5

BU 1–21, Exempt and Excluded	
Lodging Reimbursement	Up to the Maximum Rate
Statewide (except for those listed below)	\$90 room rate plus taxes
Napa, Riverside, Sacramento Counties	\$95 room rate plus taxes
Marin County	\$110 room rate plus taxes (except BU6 and BU10 remain at \$90)
Los Angeles, Orange, Ventura Counties, and Edwards AFB	\$120 room rate plus taxes

BU 1–21, Exempt and Excluded (continued)	
Lodging Reimbursement	Up to the Maximum Rate
Monterey and San Diego Counties	\$125 room rate plus taxes
Alameda, San Mateo, and Santa Clara Counties	\$140 room rate plus taxes (except BU6 remains at \$125)
City of Santa Monica	\$150 room rate plus taxes
San Francisco County	\$250 room rate plus taxes (except BU6 and BU10 remain at \$150)

*NOTE: Lodging facilities include commercial hotels and motels; and residential property—short-term rental (less than 30 days). All rates for reimbursement are limited to state-contracted lodging rates.*

# MODE OF TRANSPORTATION

The mode of transportation for which the state incurs expenses shall be that which is in the best interest of the state. When the employee chooses a mode of transportation that is more costly than another mode, a Cost Comparison Form must be completed. Reimbursement by the state will be made at the lesser of the two costs. All costs and information for transportation must be entered on the Travel Expense Claim.

*NOTE: Cost comparisons shall include only the expense of traveling from one location to another. Expenses while at the work site can't be included.*

The type of transportation used must be indicated on the expense claim (PC, SC, RC, T, A). Number of miles traveled when using a state or personal vehicle is necessary to support Travel Status requirements. Private vehicle expenses require the license plate number.

## AUTOMOBILE TRAVEL

### Taxi Service

Taxis should be used for trips within but not more than a 10- to 15-mile radius. Receipts are required for taxi expenses of more than \$10. **Tips are not reimbursable.**

### Uber and Lyft

Uber and Lyft are acceptable state travel modes of transportation. An original detailed receipt is required to be attached to the claim for reimbursement.

### State Vehicle

Drivers of state vehicles must report personal use of a state vehicle monthly to the Accounting Unit. If your state vehicle is down for repairs, you may only rent a car for official state business when another state vehicle is not available.

## Private Vehicle

Travelers driving a privately owned vehicle on official state business must have a completed Authorization to Use Privately Owned Vehicle Form (Std. 261) on file. Supervisors must maintain and update these forms annually.

Mileage rate:

57.5 cents: 1/1/2015–12/31/2015

54.0 cents: 1/1/2016–12/31/2016

53.5 cents: 1/1/2017–12/31/2017

54.5 cents: 1/1/2018–Current

When traveling to an alternate work location, reimbursement is limited to the miles driven in excess of the traveler's normal commute.

Mileage to and from a common carrier, when the vehicle is not parked at the common carrier's location, can be computed at double the number of miles the employee actually rides in the vehicle.

*NOTE: Incidental airport parking for pickup purposes only is allowable when claiming double mileage.*

## Rental Car

All reservations must be made on the [Concur CalTravelStore](#). SMEs, witnesses, and non-employees must have a state department memo stating the purpose of their travel for a second form of ID.

*NOTE: Employees renting other than compact or intermediate/midsize cars are required to submit a SCO Short-Term Vehicle Justification Form. Rental agreements should not be extended for personal use. If travelers wish to extend the rental car agreement for personal use, they must have the contract vendor establish a new agreement upon completion of their state business.*

A Loss Damage Waiver (LDW) is included in the daily rate when renting a vehicle from the contract vendor. Any additional charges for insurance when renting a vehicle will not be reimbursed by the state.

Car Rental Company Information		
Rental Company	Corporate Discount Number	Phone
Enterprise	Dbcalif	(800) 736-8227
Out-of-state Only		
National	5400321	(800) 227-7368

Enterprise Short-Term Rental Cost Table		
Effective through February 28, 2019		
Vehicle Class Type	Daily Rate*	Weekly Rate*
Compact	\$33.96	\$135.83
Midsize or Intermediate	\$33.96	\$135.83

*\*These rates reflect the maximum allowed under the state contract.*

### Gas

State travelers renting vehicles on a daily basis are required to refuel gas tanks prior to returning the vehicle to the vendor. On those rare occasions when this isn't possible, a justification form is required. An itemized receipt is required. A prepaid receipt is not acceptable. The receipt must show the date of purchase, method of payment and expense breakdown, number of gallons, price per gallon, and extended total purchased amount.

## **PARKING**

All parking while on state business requires the purpose of the trip and an itemized receipt if more than \$10. Airport parking should be in the best interest of the state. Therefore, employees parking at the airport must use the most economical parking available such as the economy parking lot. Valet, short-term, and hourly parking are prohibited when an economy parking lot is available.

## **AIRLINE TRAVEL**

### **Contract Airlines**

Contract rates are effective 7/1/2014 to 6/30/2018.

Alaska Airlines, Delta, JetBlue, Southwest, and Virgin America (YCAL) offer airfares for official state business. Visit the Department of General Services Statewide Travel Program web page for a summary of the airfare contract and publications at:

[www.travel.dgs.ca.gov](http://www.travel.dgs.ca.gov)

## **TRAVEL AGENCY**

As of November 1, 2014, all DCA employees are mandated to book all state-related travel on [Concur CalTravelStore](#). Reservations include air, rental car, train, and hotel. All reservations must be booked on Concur: [www.documents.dgs.ca.gov/osp/sam/mmemos/MM14\\_03.pdf](http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM14_03.pdf)

To use Concur CalTravelStore, you must have a profile established. To establish a profile, contact your DCA travel liaison. A travel liaison contact list is available on the DCA intranet, or contact the Travel Unit Help Desk at [CalATERS@dca.ca.gov](mailto:CalATERS@dca.ca.gov).

Contact CalTravelStore at [www.caltravelstore.com](http://www.caltravelstore.com) or call (877) 454-8785 for reservation changes.

# TRAVEL STATUS

## ONE-DAY TRAVEL

Less than 24 hours/more than 100 miles round-trip:

Timeframe	Meal Reimbursement
Begin at or before 6 a.m. and end at or after 9 a.m.	Breakfast
Not authorized for reimbursement*	Lunch
Begin at or before 4 p.m. and end at or after 7 p.m.	Dinner
If required and pre-approved, with receipt	Lodging

*\*MEALS OF BOARD APPOINTEES*

*Members of nonsalaried boards, commissions, and duly constituted advisory committees may be reimbursed for actual expenses up to the maximum meal allowance when attending official board, commission, or committee meetings. Travel Status restrictions do not apply, but you must meet the time requirements for each meal. A copy of the meeting agenda needs to be attached to the expense claim.*

## 24 HOURS OF TRAVEL OR MORE

Starts trip on or before	Ends trip on or after	Entitled to meal
6 a.m.	8 a.m.	Breakfast
11 a.m.	2 p.m.	Lunch
5 p.m.	7 p.m.	Dinner

# **INCIDENTALS, EXPENSES, RECEIPTS, AND TRAVEL ADVANCES**

## **INCIDENTALS**

Reimbursement is allowed for every full 24 hours of travel. Incidentals include expenses for fees and tips for services such as porters, baggage carriers, and hotel staff. No other items may be claimed as an incidental.

## **EXPENSES**

### **Training/Conference Expenses**

When requesting reimbursement for attending training classes, an approved training class request and proof of completion should be attached to the expense claim. Indicate "in-house" if the DCA administered the class. When attending a conference or convention, prior approval must be requested on a Conference Attendance Request Form.

### **Business Expenses**

Emergency purchases and all other charges over \$1 require written approval or a detailed explanation. The expense must have an itemized receipt showing proof of payment and description of the expense. All expenses must be justified.

## **RECEIPTS**

Employees who stay with friends or relatives, or who cannot produce a valid receipt from a commercial lodging establishment, will be eligible to claim meal and incidental reimbursement only.

Travel expense reimbursement requires an original itemized receipt. Required receipts include airline itinerary, rental car, lodging, taxis, and parking over \$10, and business expenses.

Third-party vendor receipts are not acceptable. See PML 2005-021.

## **Meals and Incidentals**

Claim actual expense(s) up to maximum allowance. Meal receipts should be retained by the traveler for tax purposes. Meals on one-day trips, overtime meals, overtime callback mileage, and exception to Travel Status are reportable fringe benefits.

## **Excess Lodging**

Lodging rate in excess of the state maximum rate requires approval on Std. 255C prior to the first date of the trip. The form can be located on the DCA intranet by going to the "Quick Hits" section and selecting "Forms" and then selecting "Travel."

You may also download the form by going to:

<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std255c.pdf>

## **TRAVEL ADVANCES**

Travel advances must be cleared with the submission of a Travel Expense Claim within 10 days from conclusion of trip (SAM section 8100).

If your Citibank Government Travel Card is lost or stolen, you must call (800) 248-4553 to file a report, and contact the Business Services Office.

Another option is to contact the Statewide Travel Program to report lost or stolen cards at (916) 376-3992. All accounts must be kept current. Purchases are restricted to state travel only.

# OVERTIME MEALS

Overtime meals are earned when the employee works two hours in addition to a regular work schedule of eight hours or more, not including the meal breaks.

BUs 1, 4, 11, 14, and 21 require the employee to work two contiguous hours in any order in addition to the normal work day of eight hours or more, not including meal breaks.

BUs 2, 7, 9, 10, 12, and 19 require the employee to work two consecutive hours prior to, or two consecutive hours after the normal work day of eight hours or more, not including meal breaks.

Excluded and represented employees who are exempt from the Fair Standards Labor Act (FLSA) are not authorized for overtime meals unless extended arduous work requirements are met.

Bargaining Units	Maximum Reimbursement
10	Up to \$7.50
1, 2, 4, 7, 9, 11, 12, 14, 19, 21	Up to \$8
Represented employees excluded from FLSA and exempt employees	Up to \$8 and Arduous Work Requirement

# FILING REQUIREMENTS

All state employees including board/committee members must submit expense claims electronically on the CalATERS Global system. Include the detailed purpose of each trip in the Note section.

Travel Expense Claims should be filed monthly. For travel expenses incurred at least 50 miles (one way) from headquarters and/or residence, which include meals and/or lodging, only one trip should be entered per claim using the in-state, Regular Travel Form type.

Nontravel expense claims can consist of multiple days and months, up to a full fiscal year.

If the amount is less than \$10, filing can be deferred until the total cost accumulates to \$10 or June 30, whichever comes first.

# RESOURCES

DCA Intranet

<http://inside.dca.ca.gov>

Rental Car Justification Form

<https://www.documents.dgs.ca.gov/ofa/travel/carrental/scoshort-termvehiclejustificationform5.2013.pdf>

CalATERS

[www.sco.ca.gov/calaters.html](http://www.sco.ca.gov/calaters.html)

Travel Claim

[www.documents.dgs.ca.gov/osp/pdf/std262.pdf](http://www.documents.dgs.ca.gov/osp/pdf/std262.pdf)

