



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Travel Guide

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Travel Guide

Chapter 1 Travel Guide

1000 Introduction

This Travel Guide is the Department's procedure on travel and reimbursement. It is designed to inform and assist employees regarding methods of travel available and procedures for claiming reimbursement of travel-related expenses. Throughout this travel guide the California Code of Regulations (CCR) will be referenced as "CalHR" followed by the CCR code. For example, CCR 599.621 will be shown as CalHR 599.621

CDFA employs services of regular employees, as well as board members of certain advisory panels, or other outside persons that can be reimbursed through the Financial Services Branch (FSB) and Travel Unit. Therefore, travel reimbursement is made for the most part, in the same way, utilizing the same processes and procedures with minor exceptions, that will be noted in later sections ([Section 8007](#)).

Forms referred to in the Travel Guide are located on the Business Travel Portal in the Travel Forms Section.

1001 Authority

In the event this Travel Guide conflicts with a Memorandum of Understanding (MOU), the MOU will govern rules and regulations.

Employee travel and reimbursement are governed by the following references:

- ◆ Memorandums of Understanding (bargaining unit contracts)
- ◆ Department of Human Resources (CalHR) rules of the California Code of Regulations
- ◆ State Administrative Manual (SAM)
- ◆ Departmental Notices
- ◆ Departmental Memorandums
- ◆ Privacy Act of the California Civil Code
- ◆ Department of Finance (DOF)

References are noted in parenthesis immediately following the statement.

1002 Production

This document is produced and maintained by the Financial Services Branch (FSB). Any questions regarding the production of this Travel Guide should be directed to the Travel Liaison at (916) 823-7292 or Travelhelpdesk@cdfa.ca.gov. Amendments to this document will be issued as regulations and policies are modified.

1003 Determining Need for Travel

Supervisors and employees share the responsibility of determining the need for business related travel. Abuse of the travel privilege is subject to investigation and disciplinary action. Judgments requiring financial restitution may also be enforced upon the responsible parties.

Supervisors are responsible for authorizing employee travel and for determining the most reasonable mode of transportation in accordance with the following principles (SAM 0700):

1. Use travel when personal contact is the most economical way of conducting official State business.
2. Limit attendance at conferences and meetings to those directly concerned with the topic.
3. Use the most economical method of transportation. Consider the time employees will be away from the office and the direct cost of the methods that may be used.
4. Avoid backtracking and duplicate travel whenever possible.
5. State vehicles should not be parked overnight at an airport unless there is no other practical and reasonable way for the employee to get to and from the airport.

Employees encountering questions or difficulties while traveling should consult their supervisor, manager, or the Travel Liaison in FSB at (916) 823-7292 or Travelhelpdesk@cdfa.ca.gov.

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Chapter 2 Travel/Training Advances

2000 Travel Advance

A Travel Advance is a temporary advance of money issued from the Department's Revolving Fund Account to cover an employee's traveling expenses **before** travel takes place (SAM 8116). Minimum travel advance request should be \$40. No advance will be issued for less than \$40 and employees are encouraged to file a CalATERS claim as soon as they return from trip for timely reimbursement. Claims should be filed within 10 days after travel ended.

Advance requests electronically received and approved in the FSB before 5:00 p.m. the day before will be mailed to the address specified or delivered by inter-office mail the next day. Travelers who prefer to pick up their advance must select "Call for pick up" as the delivery option in CalATERS and enter the best phone number to contact once the check is completed (approximately 2:30 p.m.). Pick up is located at 1220 N Street, Room 140, at Cashier's Unit.

State policy (SAM 8116) regarding travel advances include:

- ◆ The advance amount must be reasonably calculated not to exceed the estimated expenses. Supervisors shall determine the need for, and the reasonable amount of, a travel advance.
- ◆ If the travel/training is canceled or postponed indefinitely, the advance must be returned to the FSB within five days of cancellation notification.
- ◆ Regular Employees and Non-State Employees (NSE) are required to clear travel advances each month or within 30 days after trip end date. NSEs may only request one travel advance at a time. A properly prepared Travel Expense Claim (TEC) shall be submitted to the FSB to clear the travel advance. **Travel advance balances may not be carried forward and offset by future travel.**
- ◆ Additional advances will not be allowed if the employee does not submit a TEC or return the excess advance amount within ten days of each trip.
- ◆ If the advance exceeds the expenses substantiated on a TEC, the employee must submit a check or money order to return the excess advance amount at the same time the TEC is submitted. Checks or money orders shall be made payable to the Department of Food & Agriculture mailed to 1220 N St, Room 140, Sacramento, CA 95814, attn: Travel Unit, referencing the TAF # (Report ID) on the payment.

Employees who do not clear advance balances within the required time (30 days) will not be eligible for subsequent travel advances until the amount owed is cleared. In addition, unpaid travel advance balances over 30 days will result in the employee receiving an Amount Due Letter, with a copy sent to the Branch Chief. **Balances not cleared after the letter is received will result in the amount owed being withheld from the employee's payroll warrant.** If an employee has Direct Deposit, the Direct Deposit enrollment will be canceled, and the amount owed will be withheld from the payroll warrant. If the employee separates from the Department, the final payroll warrant will be held to clear any outstanding travel advance balance.

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2001 Requesting an Advance

All requests for a travel/training advance must be submitted using the California Automated Travel Expense Reimbursement System (CalATERS Global) located on the California Department of Food and Agriculture (CDFA) SharePoint Portal under [Business Travel](#) or the State Controller's [website](#). The advance request should be received by the Revolving Fund Unit no more than twenty calendar days and no less than two working days prior to travel. If the request is for a training advance, a copy of Training Request form, [SO-82](#), must be attached.

Note: If the employee is not registered in CalATERS Global, he/she will need to complete and submit the [CalATERS Global System Authorization Form](#) located in the (CDFA), Business Travel Portal, Travel Forms. More information regarding the new user registration is located in the CalATERS Global, Getting Started & New User Registration.

Employees may request an advance by electronically submitting a properly completed advance request using CalATERS Global to their supervisor. Supervisors shall review the request to verify that travel has been approved and the amount requested is appropriate. After completing this review, the supervisor shall electronically approve the request. Once approved, the advance request will automatically be sent to the Travel Unit for processing.

When possible, submit only one advance per month to include multiple trips. See example below:

ADVANCE DATA SUMMARY					
Start Date	End Date	Amount	Destination	Purpose	Authorization Number
02/05/24	02/09/24	59.00	Anaheim	Audit	
02/12/24	02/16/24	59.00	Los Alamitos	Audit	
02/19/24	02/23/24	59.00	Riverside	Audit	

Board members and NSE may request an advance by electronically submitting a request in CalATERS, as well, using the same process and guidelines as listed in this chapter. Should a special circumstance arise, please email the travel help desk at Travelhelpdesk@cdfa.ca.gov.

2002 Completing the Request for a Travel or Training Advance

See step by step procedures located in the CalATERS Global Get Started & New User Registration Manual Section, under Travel Advances & Travel Reimbursement.

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Chapter 3 Per Diem Expense

3000 Introduction

This chapter explains general restrictions, allowances, and rules for claiming reimbursement. A per diem rate chart is included in chapter 8, [Section 8004](#), showing the maximum limits of reimbursement.

Per Diem expense consists of the lodging, meals, and incidental expenses incurred while on travel status by the claimant (CalHR 599.616c1, 599.616.1c1, SAM 0710).

3001 Locations – Headquarters, Primary Dwelling

No per diem shall be allowed at any location within 50 miles of an employee's headquarters or primary dwelling (CalHR 599.616.1a1, 599.616.1a.2). If unavoidable hardship is created by the 50-mile limitation, exceptions may be granted (CalHR 599.616.1a3), by completing [form SO-123](#) to request an exception. Email completed [SO-123](#) to the Travel Liaison at least 10 days prior to the start of travel. If approved and reimbursed, the amount will be taxable income to the employee. The taxes will be deducted from the next payroll warrant by State Controller's Office (SCO).

Personal vehicle mileage is not considered per diem and may be allowed within 50 miles of headquarters or primary dwelling.

Headquarters is the established place where an employee spends the largest portion of the regular workday or time; the place returned to upon completion of special assignments; or the place defined by the Department of Human Resources (CalHR) in special situations (CalHR 599.616a, 599.616.1a).

Headquarters may be an office, building, or specifically assigned or geographically limited area which is regularly traveled. This can mean an inspection area or route, which is traveled frequently and routinely on one-day trips (CalHR 599.616.1a1.2).

Teleworking employees who have an approved STD 200 on file should refer to the CDFA Administrative Manual, [Travel Policy 9.5.11](#), Headquarters Designation. The employee's designated headquarters does not change due to an approved telework agreement. The headquarters location of record will continue to be used by the department to describe the location where the employee would normally work if not teleworking. Supervisors should ensure that all employees are inputting the correct headquarters location in the Organization page under the Approver field of their CalATERS profile.

Primary dwelling is an employee's designated residence. It is the actual dwelling place of the employee which bears the most logical relationship to his/her headquarters. It is determined without regard to any other legal or mailing address (CalHR 599.616b, 599.616.1b). Employees should ensure they are maintaining their mailing address in their CalATERS profile.

An employee temporarily required to reside away from the primary dwelling due to official travel away from headquarters, whose primary dwelling is either inhabited by his/her dependents or maintained at a net monthly expense in excess of \$200, may continue to claim said dwelling as the primary dwelling (CalHR 599.616b, 599.616.1b).

3002 Allowances

Travel is allowed and reimbursed according to the following terms. If a trip fits more than one allowance, (e.g., lodging at a hotel one night and staying with friends or relatives another night), show each, as they occurred, on the claim.

Short-Term – Travel of less than 24 hours, up to and including 30 days; reimbursement up to the Short-Term rates. This allowance is intended for trips of such duration that weekly and monthly lodging rates are not obtainable. The rate ceases after thirty consecutive days in one location or when long-term accommodations are obtained, after which employees must claim the Long-Term rates (CalHR 599.619a, 599.621a, SAM 0721).

Long-Term – Travel extending 31 days or longer or whenever the employee incurs lodging expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor. Contact the Travel Liaison in the FSB for certification requirements and reimbursement rates (CalHR 599.619b, 599.621b, SAM 0722).

Relocation – When an employee changes his/her place of residence due to a required change of headquarters (CalHR 599.714, 599.714.1a). Specific rates and requirements are contained in the Moving and Relocation Package, which is available from the Travel Liaison.

Out-of-State – Authorized travel to and return from a point outside the state for the purpose of transacting state business; or travel from and return to a point outside the state for the purpose of transacting state business within California. This does not include trips through or necessary stopovers in adjoining states, incidental to travel between two points within the State of California. Includes travel of all officers, employees, and board members. Refer to [Chapter 4](#) for additional Out-of-State information (CalHR 599.619c, 599.621d, SAM 0761-0765).

Out-of-Country – Authorized travel to and return from a point outside the continental United States for the purpose of transacting state business; or travel from and return to a point outside the continental United States for the purpose of transacting state business within California. Includes travel of all officers, employees, and board members. Reimbursement occurs at the Out-of-Country rates. Refer to [Chapter 4](#) for additional Out-of-Country information (CalHR 599.619d, 599.621e).

3003 Hotel/Motel Transient Occupancy Tax Waiver

Many cities in California are charging transient occupancy taxes on hotel/motel room rentals. The tax is sometimes referred to as a room tax and the rate varies depending on the location.

Some cities have determined this tax may be waived when the hotel/motel room is occupied by a state employee on official state business. Note that waiver of the transient occupancy tax is not mandatory.

A certificate, [form STD 236](#) “Hotel/Motel Transient Occupancy Tax Waiver,” is available to traveling employees for presentation to the hotel/motel for obtaining the waiver of transient occupancy tax. Employees may obtain the “Hotel/Motel Transient Occupancy Tax Waiver,” located in the Travel Forms Section on the Business Travel Portal.

3004 Overtime Meals

Overtime Meal Compensation (OMC) payments are considered taxable income and are **subject to Federal, State, and applicable FICA (i.e., Social Security & Medicare) tax withholding.**

Employees may request reimbursement of OMC via the California Automated Travel Expense Reimbursement System. Employees are entitled to receive OMC based on having worked overtime as stipulated by CalHR rules or Memorandums of Understanding.

Overtime meals may not be claimed for the same period covered by per diem (CalHR, MOU's, SAM 0728).

Non-Represented Employees (Work Week Group 2) - May claim up to \$8.00, no receipts necessary, when required to work two consecutive hours before or after the regularly scheduled workday. When working on a holiday or regular day off, employees must work a minimum of ten hours (CalHR 599.623a).

Represented Employees

Bargaining Units 1, 4, 11:

May claim up to \$8.00 when required to work two contiguous hours to the employee's regular work shift of at least eight hours. On a holiday or regular day off, employees must work two more hours in excess of the number of hours worked on their regularly scheduled workday.

Bargaining Unit 2:

May claim up to \$8.00 when required to work two consecutive hours before or after the regularly scheduled workday. When working on a holiday or regular day off, employees must work the total number of hours of their regular work shift and work either two consecutive hours prior to or after the start and end of their regular work shift.

Bargaining Units 9:

May claim up to \$8.00 when required to work two consecutive hours before or after their regular work shift. On a holiday or regular day off, employees must work the total number of hours of their regular work shift and work either two consecutive hours prior to or after the start or end of their regular work shift.

Bargaining Units 12, 15:

May claim up to \$8.00 when required to work two consecutive hours before or after his/her regular work shift.

Bargaining Units 7, 10, 13, 14:

May claim up to \$8.00 when required to work two consecutive hours before or after his/her regular work shift. On a holiday or regular day off, employees must work the total number of hours of their regular work shift and work two consecutive hours before or after the start or end of their regular shift.

3005 Business-Related Meals

When it is necessary to conduct official state business during a meal, actual employee meal expense may be reimbursed. To claim this allowance, it must be shown that circumstances surrounding the meal are beyond the employee's control and that it is impractical to complete the business during normal working hours. If the business conducted is incidental to the meal, or the attendance of the employee is primarily for public or community relations, reimbursement is specifically prohibited.

Business-related meals may not be claimed for the same period covered by per diem (CalHR 599.622b & SAM 0727).

Non-represented employees may be reimbursed for actual business-related meal expense, supported by a receipt, up to the short-term rate. Claims must include the name of the establishment, the person(s) in attendance, the business conducted, and the reason why the business had to be conducted during the meal period.

Represented employees may be reimbursed for actual business-related meal expense, supported by a receipt, up to the maximum prescribed for travel meals in the Memorandum of Understanding. Claims must include the name of the establishment, the person(s) in attendance, the business conducted, and the reason why the business had to be conducted during the meal period.

When submitting travel expense claims (TEC) for reimbursement, ensure the following documents are included:

- ◆ Justification Memo – explain need for the business meal and practicality.
- ◆ Agenda
- ◆ List of Attendees and their affiliation
- ◆ Valid receipt

3006 Incidentals

Incidental allowance is intended to reimburse the employee for tips for services such as for porters, baggage carriers, and hotel staff. This does not include transportation fares such as taxi, Uber & Lyft (CalHR 599.619a1C, SAM 0710).

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3007 Conference and Convention

These provisions apply to business meetings, conferences, or conventions held within California and bordering states of Arizona, Nevada and Oregon. When these activities are held at locations outside the state, refer to Out-of-State/Country Travel ([Chapter 4](#)) for additional information. The justification can be included on the [STD 257](#) when signed by the Director, as instructed below.

Meetings of professional groups and associations are deemed to be in two categories:

1. Representing professional policy-setting groups.
2. Technical societies and associations.

Restrictions

No per diem is allowed for a conference within 50 miles of an employee's headquarters or primary dwelling (CalHR 599.616.1a1-3, 599.616.1b).

Whenever two or more individuals from the Department attend the same conference, each travel claim must be approved by the Director or delegated representative in the space provided for that purpose on the claim.

Exception: Directorate approval is not necessary when the conference is called by a state agency for the purpose of disseminating information to its own officers or employees (CalHR 599.635d, 599.635.1a).

Reimbursement Allowances

Employees authorized to attend conferences may be reimbursed for registration fees and per diem expense as explained below and transportation expense and business expense as outlined in [Chapters 5](#) and [6](#).

Registration fees for authorized attendance at conferences will be reimbursed except when the conference is sponsored by a state agency for the purpose of disseminating information to its own employees (CalHR 599.635b, 599.635.1). Services must be received prior to reimbursement.

To claim reimbursement of registration fees exceeding \$50, advance approval of the registration fee from the Director must be obtained (CalHR 599.635b). The approval may be indicated in a memorandum submitted with the TEC.

Per Diem expense (meals/incidental and lodging) for authorized attendance will be reimbursed at the appropriate rates (see Per Diem Rate Chart, Chapter 8, [Section 8004](#)) (CalHR 599.619). To request an exception to the established rates, refer to [Section 3008](#).

State Sponsored Conferences/Convention for excluded employees:

(a) Under the direction of the appointing power, a state sponsored conference or convention is planned and arranged by one or more state agencies for the benefit of the state and/or outside parties for the purpose of conducting state business. Specifically excluded is any event, meeting or gathering initiated by an agency for dissemination of information to its own agency employees. Costs and reimbursements for state sponsored

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conferences are subject to the exclusions in subsection (c) below. Approval for any individual employee's attendance or participation in a state sponsored conference is at the sole discretion of the appointing authority. In planning and contracting any state sponsored conference, consideration is to be given to state-owned facilities and interagency meeting facilities, responsible scheduling, cost effective lodging and meal expenses, awareness of the public perception of state employee activities, and the overall mission of the event.

(1) Meals. Meals that are determined to be an integral part of the conference may be provided if the conference continues to be conducted while the meal is served and consumed. Conference planners may contract for the conference meals at reasonable meal rates and such costs may be included in registration fees for the event. Meals not included in registration fees or not provided as part of the conference will be reimbursable in accordance with section 599.619 of these regulations. Meals provided shall not be claimed or reimbursed.

(2) Lodging. Lodging may or may not be negotiated as a part of the conference package. When it is appropriate to contract for lodging, rates will be negotiated in the best interest of the state, at the lowest rate possible to a maximum of \$110 and be based only on those individuals who would normally spend the night considering the distance and duration of their travel status as defined in section 599.619 of these regulations.

(b) Non-state sponsored conference or convention.

(1) At the discretion of the appointing power, and if not included in a registration fee or otherwise provided, and subject to the restrictions in subsection (c), employees may be reimbursed for actual meals and lodging expenses included in the conference, supported by receipts. Meals and lodging not contracted for the event shall be reimbursable at the rates set forth in section 599.619 of these regulations.

(2) At the discretion of the appointing power, but in accordance with subsection (c) below, registration fees may be reimbursed totally or in part, based on the state interest being served, the needs of the agency and the costs incurred.

(c) Specifically excluded from this regulation are:

- (1) Meetings initiated by an agency for employees of that same agency.
- (2) Conference meals that are secondary to the business being conducted, or that are optional, or that are organized for social purposes.
- (3) Any activities or expenses related to recreation, sports, entertainment or tourism.
- (4) Any expense for alcoholic beverages.

3008 Exception to Established Rules

Lodging: delegated authority of excess lodging rates for in-state travel, out-of-state travel, and out-of-country travel as follows:

Excess lodging rates for regular travel, conference, and conventions above the federal standard or non-standard rate and up to \$350 per night must have FSB approval. Excess lodging rates over the delegated amount of \$350 per night must have California Department of Human Resources (CalHR) approval. Submit all requests to Financial Services/Travel Unit ten days **prior** to the first day of the trip; requests submitted after-the-fact may not be approved. The completed Excess Lodging Rate Request/Approval, [STD 255C](#) forms are to be emailed to Melissa Johnson in Financial Services for agency and CalHR approval.

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If an excess lodging approval is not obtained prior to travel and the room rate is over the federal standard or non-standard rate for the location of travel, the traveler will be responsible for paying the difference in the lodging cost.

Travelers shall submit requests using a [STD 255C](#) located in the Travel Forms Section on the Business Travel Portal. Employees must make a “good faith effort” to obtain lodging at or below the state rate. A “good faith effort” is defined as providing at least three moderately priced lodging establishments.

Complete the section “Reason(s) For Higher Lodging Rate;” list the three establishments and rates offered.

Excess lodging rate requests must include:

- ♦ Three “good faith” comparison quotes from the State’s authorized online booking tool, Concur, for the requested travel dates.
- ♦ Justification for the requested lodging rate.

If an employee submits an Excess Lodging Rate Request/Approval for lodging other than the least expensive moderately priced hotel, they will need to **include justification for why more expensive lodging is in the best interest of the state.**

Note: When looking at rates for Airbnb, the daily rate plus cleaning fee and service fee should be used. If the total of all three exceed the allowable state rate for that county, you must submit an excess lodging.

Completing the [STD 255C](#) with various nightly room rates:

Before booking any lodging in Concur, always review the “Review Price Summary” section on Concur’s “Review and Reserve Hotel” page as some nights may have different nightly room rates. If there are various nightly rates that exceed the maximum federal standard or non-standard lodging rate, enter “[the highest nightly rate] variable” in the “Room Rate” field of the [STD 255C](#). In the example shown below, there are three nightly rates that exceed the federal standard rate for Tulare, CA, \$134 and \$139, respectively. Since \$139 is the highest nightly rate, “\$139 variable” should be stated in the room rate field on the [STD 255C](#).

Review Price Summary from Concur			
Description	Nightly rate	Dates	Total
Fairfield Inn & Suites Tulare	\$134.00	Nov 28 - Nov 29	\$134.00
	\$125.00	Nov 29 - Nov 30	\$125.00
	\$139.00	Nov 30 - Dec 01	\$139.00
	\$107.00	Dec 01 - Dec 02	\$107.00
	\$130.00	Dec 02 - Dec 03	\$130.00
	\$134.00	Dec 03 - Dec 04	\$134.00

STD 255C LODGING INFORMATION	
LODGING NAME	Fairfield Inn & Suites Tulare
LODGING ADDRESS (City, State, and ZIP Code)	1225 Hillman St, Tulare, CA 93274
LODGING PHONE NUMBER	559-686-4700
ROOM RATE	\$139 variable

Excess lodging for emergency or last-minute travel:

For emergency or last-minute travel, this must be specified on the [STD 255C](#) by checking “Emergency/short-notice travel” as the reason for the higher lodging rate on the form. The request must be emailed to Melissa Johnson within the first business day of travel. If an employee receives notice Friday evening that they must travel first thing Sunday or Monday morning, for example, the [STD 255C](#) must be emailed by the end of business day on Monday. The STD 255C is not required to be sent during after-business hours. If a program has an ongoing emergency, the program must contact Melissa Johnson directly.

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Expenses of Applicants Called for Interviews:

Reimbursement may be allowed for expenses of professional and technically trained applicants for state employment who are called for employment interview, (CalHR 599.634). The applicant must have been called for an interview to a position for which the appointing authority has determined that the expenditure is necessary to recruit qualified persons. The Department Division Director may approve the payment of expenses for professionally and technically trained applicants for state employment who are called for employment interviews.

Expenses may include actual transportation costs not to exceed ground transportation to and from the nearest airport; one round trip coach air fare, plus applicable tax, between the place from which the applicant was called and the place where the interview is held; and meal and lodging expenses at a rate not to exceed those provided to employees.

3009 Labor Relation Designations

All employees are Represented, Non-Represented or Non-State Employees. Select your designation from the following definitions:

Represented – These employees belong to numbered, collective bargaining units for which labor contracts are negotiated periodically (Government Codes Section 3513 c). Per diem rates are set forth in each unit's Memorandum of Understanding.

Non-Represented – An employee who is either excluded from the definition of state employee in California Government Code Section 3513 c or designated Supervisory, Managerial, or Confidential under Section 3522.1.

Non-State Employees – Defined in the following classes:

Statutory Board Member – Appointed by the Governor, Legislature or Secretary, to serve on boards or commissions established by law; [headquarters is established by the Department](#) and filed with the SCO; [Oath of Office](#) must be signed and filed with the Secretary of State; reimbursement based on the rates for Non-Represented Employees.

Non-Statutory Board Member – Appointed by the Agency Secretary, to serve on boards, commissions or task forces created by the Agency Secretary to fulfill the Department's mission; [headquarters is established by the Department](#); [Oath of Allegiance](#) must be signed; headquarters and Oath information are kept on file within the Department; reimbursement based on the rates for Non-Represented Employees.

Salaried Consultant – Under a written contract to perform specific duties, or consultants under a verbal agreement with the Department to provide one-time service(s) in exchange for an honorarium or speakers fee plus travel expenses; shall be reimbursed according to terms stated in their contract but not to exceed rates established for Non-Represented Employees.

Non-Salaried Consultant – Serving as experts in a specialized area who receive no salary; [headquarters is established by, and kept on file at, the Department](#); [Oath of Allegiance](#) or Statement of Volunteerism is not required; reimbursement based on the rates for Non-Represented Employees.

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Civil Service Consultant – Hired to perform consultant duties and have civil service status; [Department establishes headquarters](#); reimbursement based on the rates for Non-Represented Employees

Volunteer – Individuals who voluntarily perform services for the state without pay; [headquarters is established by Department](#); Statement of Volunteerism must be signed and filed with the SCO; [Oath of Allegiance](#) must be signed and kept on file at the Department; reimbursement based on the rate for Non-Represented Employees.

3010 Rules for Claiming Per Diem Reimbursement

Reimbursement for per diem expense may be claimed according to the following rules for lodging, meals, and incidental expense (SAM 0721, CalHR 599.619, MOU). Maximum rates at which these items may be reimbursed are shown in the “Per Diem Rate Chart” in Chapter 8, [Section 8004](#). The following rules for reimbursement of lodging and meals apply to all employees and non-state employees.

Lodging:

All hotels are required to be booked through the State’s travel agency or the online booking tool Concur using the virtual card number (VCN) department paid process. The VCN covers room rates, taxes and resort fees and self-parking at hotels. Additional charges such as incidentals should be paid for by the traveler and claimed as a separate item from lodging on the expense claim. Parking fees charged by the hotel on the receipt should also be separated on its own line item in CalATERS. The only exception is if there is a room block at the hotel for a conference or meeting. The employee can book directly through the hotel, pay using their own credit card, and enter a note in the notes section in CalATERS stating lodging was not booked in Concur or the State’s travel agency due to the room block for reimbursement. Excess lodging forms (STD 255C) must be completed and submitted as usual, if the room rate is above the maximum federal standard and non-standard allowed rate for the county the lodging establishment is in.

All hotel cancellation policies must be adhered to by the traveler. If the traveler uses the VCN (department paid) process, they will be responsible for reimbursing the department the hotel charge. In the event the traveler cancels outside the hotels cancellation policy, the traveler will not be reimbursed the hotel charge. If the cancellation is due to the business need being cancelled, the traveler will need to provide a justification signed by the supervisor to the Travel Unit for the cancellation fees.

Short-Term Rentals (such as Airbnb) are not currently available through the State’s travel agency or Concur. When booking these rentals, a comparison must be made with hotels and the most economical option used (hotel daily rate compared to Airbnb daily rate plus cleaning fee and service fee). If booking short-term rental, procedures for third-party vendors must be followed. Reimbursement for short-term subsistence (per diem) will be authorized only when the traveler incurs expenses arising from the use of reasonable, moderately priced commercial establishments, such as hotels, motels, bed and breakfast inns, etc. that cater to the general public (CalHR 599.619.a).

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Lodging may be claimed whenever travel extends overnight. Lodging expense requires a receipt to be submitted with the TEC. Lodging receipts shall be itemized and include:

- ◆ Name and address of establishment
- ◆ Name of traveler
- ◆ Number of persons in room (include name(s) in remarks area)
- ◆ Date(s) of lodging
- ◆ Daily room rate and daily tax rate
- ◆ Itemization of all other expenses included in receipt total.
- ◆ Lodging receipt **must** show zero balance.

In the rare event where an employee uses a third-party vendor (such as Airbnb, Priceline.com, Expedia.com, Travelocity.com, Hotels, etc.) to make travel arrangements the following instructions must be strictly adhered to:

Employees **must** have a valid justification for using a booking tool other than the State's travel agency or Concur. Employees who request reimbursement for receipts from third party vendors for lodging expenses related to a state approved relocation or for lodging expenses incurred while traveling on state business must provide a valid receipt from the third-party vendor **and** the commercial lodging establishment where the employee stayed. Both receipts are required, to properly substantiate a valid business expense.

It is for the employee to verify with third-party vendors **and** the lodging establishment that a receipt can be obtained which will show, **in detail**, the employee's check-in and check-out dates, the itemized expenses incurred, and the total amount paid by the employee.

Whenever more than one employee occupies a hotel/motel room, the name of each occupant shall be shown in the notes (comments) area of the TEC. One employee may claim reimbursement, and the other occupant(s) may not claim a lodging expense; or each employee may claim his or her share of the room cost. If a room is shared with a person who is not traveling on state business, the single occupancy room rate and appropriate tax may be claimed when supported by a receipt.

Meals and Incidentals:

Effective October 1, 2024, the State is adopting the federal standard meal and incidental expense (M&IE) rate established by the General Services Administration (GSA) at the time of travel for in-state and out-of-state travel.

If a meal is included in a conference fee, hotel expense, transportation cost such as an airline ticket, or otherwise provided, that meal shall not be claimed for reimbursement as a meal expense (CalHR 599.619, MOU).

Meal receipts are not required to be submitted with the travel expense claim; however, it is the responsibility of the employee to maintain receipts and records of their **actual** expenses for tax and auditing purposes. Reimbursement of meals may only be claimed, in accordance with established time frames, when consumed more than 50 miles from the residence and headquarters.

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M&IE Timeframes – effective October 1, 2024

Note: meals claimed for reimbursement for travel less than 24 hours and not requiring lodging are taxable according to Internal Revenue Code 162(a).

When travel status is		Maximum reimbursement for actual expenses
More than 12 but less than 24 hours		Up to 75% of the applicable M&IE standard rate for each calendar day.
24 hours or more, on	The first day of departure	Up to 75% of the applicable M&IE standard rate.
	Full days of travel	Up to 100% of the applicable M&IE standard rate.
	The last day of travel	Up to 75% of the applicable M&IE standard rate.
Less than 12 hours		No eligible for M&IE reimbursement.

Sample M&IE Travel Timeframe Scenarios:

Sample Scenario 1 – Continuous Travel of More than 24 Hours (full day and fractional days)

Effective October 1, 2024, an employee on authorized travel status is attending a three-day training. The employee's travel is continuous for more than 24 hours, beginning on Monday and ending on Wednesday. What type of M&IE reimbursement is this employee eligible to receive for travel effective October 1, 2024?

The employee is eligible to receive reimbursement for the following M&IE:

- Day 1 (day of departure): Actual expense up to 75% of the applicable M&IE standard rate (up to \$51).
- Day 2 (full day of travel): Actual expense up to 100% of the applicable M&IE standard rate (up to \$68).
- Day 3 (last day of travel): Actual expense up to 75% of the applicable M&IE standard rate (up to \$51).

Sample Scenario 2 – Continuous Travel of More Than 24 Hours (Fractional Days)

Effective October 1, 2024, an employee on authorized travel status is traveling for two days. The employee's travel is continuous for more than 24 hours, beginning on Monday and ending on Tuesday. What type of M&IE reimbursement is this employee eligible to receive for travel effective October 1, 2024?

The employee is eligible to receive reimbursement for the following M&IE:

- Day 1 (day of departure): Actual expense up to 75% of the applicable M&IE standard rate (up to \$51).
- Day 2 (last day of travel): Actual expense up to 75% of the applicable M&IE standard rate (up to \$51).

Sample Scenario 3 – Travel of At Least 12 Hours but Less Than 24 Hours

Effective October 1, 2024, an employee is on authorized travel status for travel of at least 12 hours but less than 24 hours. What type of M&IE reimbursement is this employee eligible to receive for travel effective October 1, 2024?

The employee is eligible to receive reimbursement for the following M&IE:

- Day 1 (day of departure): Actual expense up to 75% of the applicable M&IE standard rate (up to \$51).
- Day 2 (last day of travel): Actual expense up to 75% of the applicable M&IE standard rate (up to \$51).

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Sample Scenario 4 – Travel of At Least 12 Hours But Less Than 24 Hours

Effective October 1, 2024, an employee is on authorized travel status for 13 hours in one calendar day. What type of M&IE is this employee eligible to receive for travel effective October 1, 2024?

The employee is eligible to receive reimbursement for the following M&IE:

- Day 1 (travel of more than 12 hours but less than 24 hours): Actual expense up to 75% of the applicable M&IE standard rate (up to \$51).

Sample Scenario 5 – Travel of Less Than 12 Hours

Effective October 1, 2024, an employee is on authorized travel status for less than 12 hours. Is this employee eligible to receive reimbursement for any M&IE?

- No. Travel of less than 12 hours is not eligible for M&IE reimbursement.

3011 Rules for Claiming Reimbursement - Extended for Personal Time/Leave

Whenever unavoidable, and when an employee extends their business trip to include vacation time or approved time off before or after business trip, the following considerations must be made:

As much as possible, employees are to keep personal and business trips separate.

- ◆ **Lodging** for personal leave or time off, must be booked outside of Concur and separately from the business trip dates.
- ◆ **Rental car** for personal leave or time off, must be booked separately from the business travel dates and on a separate reservation. If the same car is desired to be kept during the entire trip including the personal days, advance arrangements must be made with Enterprise/National to secure separate invoices. In some cases, the rental car must be returned to the Enterprise office. Enterprise offers state employees a separate method of booking rental cars and obtaining the same contracted rates for personal use, but employees must contact the travel help desk for the “personal use instructions” on how to make such reservations.
- ◆ **Airfare** reservations are more complex and therefore special care or due diligence shall be exercised when extending a trip for personal leave or time off. Best practice would be for the employee to make their business trip airfare reservation in Concur, as they normally would if they were not extending their trip for personal leave. After the reservation is made and airfare is ticketed for the business part of the trip, the employee shall call the airline (Southwest or United Airlines) to make the necessary change over the phone. If there will be an upcharge or additional cost, the employee will be responsible for paying the extra cost, out-of-pocket using their personal credit card.

Another way to extend a trip for business and personal time could be used in rare cases, with due diligence and advance approval from the Financial Services Branch/Travel unit/travel help desk. **Proof of cost comparison** that was done **prior** to trip reservations must be included with the travel expense claim. Employee shall keep copies of screenshots as they make the reservation to substantiate their cost comparison. After-the-fact airfare pricing is not possible, therefore ensure quotes are obtained before the trip.

Chapter 4 Out-of-State/Country Travel

4000 Definitions

Out-of-State-Travel to and return from a point outside the state for the purpose of conducting state business; or travel from and return to a point outside the state for the purpose of conducting state business within California. This does not include trips through or necessary stopovers in adjoining states, incidental to travel between two points within California. This includes travel of all officers, employees, and board members.

Out-of-Country-Travel to Alaska, Hawaii, or any other location outside the continental United States; or travel from and return to a point outside the continental United States for the purpose of conducting state business within California. This applies to travel for all officers, employees, and board members.

Salary Only – Refers to trips that are charged to the department for salary only. All expenses are covered and **paid directly by a third party**. No claim will be submitted in CalATERS for reimbursement, and no bookings are made in Concur.

4001 Out-of-State Travel - SAM 0760

State time authorized for out-of-state travel is limited to the time necessary to transact business plus actual travel time. The travel time cannot exceed rail/train time.

State cars must not be used to provide transportation when the trip is funded by sources other than State, federal, or personal funds.

There are two ways to obtain approval for out-of-state travel:

1. Advance blanket approval - Annual approval by the Agency Secretary (as applicable), and the Governor's Operations Office of all routine travel identified in your travel plan. See SAM Section 0763.
2. Individual trip approval - Travel identified in your blanket approval request which has not yet been approved by the Governor's Operations Office, travel that does not meet the criteria outlined in SAM Section 0762, or travel that was not submitted to the travel blanket.

Out-of-State/Country travel plan must meet one of the following criteria (SAM 0762):

- ◆ Enforcement responsibilities
- ◆ Auditing
- ◆ Revenue collection
- ◆ A function required by the statute, contract, or executive directive.
- ◆ Job-required training necessary to maintain licensure or similar standards required for holding a position.
- ◆ Equipment inspection as required by a contract.
- ◆ Meetings or training **required** by a grant or to maintain grant funding.
- ◆ Litigation related (depositions, discovery, testimony).
- ◆ Request by the Federal Government to appear before committees.

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Travel must clearly be of benefit to the state. The justification must be complete and show the benefits to the state in terms of the relationship to the department's program and costs.

As stated in [Section 3008](#), an Excess Lodging Rate Request/Approval form ([STD 255C](#)) must be submitted to Melissa Johnson in the Financial Services Branch, at least 10 days prior to the start of travel, if a traveling employee cannot obtain lodging at or below the applicable federal standard or non-standard out-of-state or out-of-country lodging rate for their location of travel effective October 1, 2024. The [STD 255C](#) must include three "good faith" estimates obtained from Concur and justification for the requested lodging rate.

4002 Advance Travel Approval – SAM 0761

There are two ways to obtain approval for out-of-state/country travel, as outlined below.

1. Travel Blanket- except Alaska, Hawaii, and out-of-country.
2. Individual Trip Request

Advance Travel blanket Approval Process

The Out-of-State travel blanket is intended to reduce administrative workload. It combines all proposed Departmental Out-of-State trips, for the entire fiscal year, in one package. After the Governor's Operations Office approve the Department's blanket, the Department's appropriate Director may authorize trips from the blanket.

Travel blanket approval for the new fiscal year July 1- June 30, is generally sent to Governor's Office (GO), early spring every year. Emails are sent to all Divisions requesting information be provided for all upcoming trips, be timely sent to the Travel Unit for approval before the new budget year is approved and passed. Once approved, divisions will be notified of the approved trips, and travel plans can be made.

- ◆ The intention of the Travel blanket is to reduce paperwork and include trips that take place annually and, to have them approved in a timely manner.
- ◆ If a trip is needed before the budget is passed at the beginning of the fiscal year, submit the trip as an Individual Trip Request (ITR).
- ◆ For a trip already approved on the blanket, no need to submit form [STD 257](#), before taking the trip, unless an amendment to the cost is requested. See "Amended" section below. However, the completed [STD 257](#) still needs to be signed by the division director and **attached** to the travel expense claim, without the signatures of the agency secretary. Include a note "approved on the blanket" in the signature fields.
- ◆ Travel into bordering states of Arizona, Nevada, and Oregon for less than five consecutive working days' duration does not require approval from the Governor's Operations Office and shall not be included on the blanket. If travel exceeds five consecutive working days, approval is required and the process for approving OST blanket or trips will apply.

4003 OST-Individual Trip Request - Mission Critical

For trips not approved on the blanket, an individual trip request must be made prior to taking a trip, at least two to six weeks prior to the trip start date.

Form [STD 257](#) must be completed and submitted **two to six weeks in advance** to Travel Unit including:

- ◆ Name of traveling employees and/or “Designee.”
- ◆ Justification attached as pages 2-3, all in one PDF packet, not portfolio.
- ◆ Cost (Expenses not to exceed) - as per breakdown to match on justification.
- ◆ Cost (Expenses not to exceed) - separated by employees traveling.
- ◆ If all or some of the trip cost will be reimbursed by a third party or private association, please indicate name of the reimbursing party. Further information will need to be provided to the Travel Unit when refund/reimbursement is received.
- ◆ Fund must match with justification and selection from drop down menu.
- ◆ One of the Mission Critical Travel criteria must be checked, excluding “Other.”
- ◆ If “Other” is selected, this request does not meet Mission Critical criteria – See Discretionary [Section 4004](#) below.
- ◆ [STD 257](#) must be signed by traveler’s Department/Division Director and the Agency Secretary/Deputy Director.
- ◆ Once trip is approved, Travel Unit will return [STD 257](#) packet with approval and Document Number (trip number) to be used in CalATERS and when submitting the travel expense claim.
- ◆ This criteria applies to requests for all states, except state of Alaska and Hawaii

Out-of-State Lodging Reimbursement Rates: For short-term out-of-state travel, state employees must seek lodging at the most economical, reasonable accommodations available. Reimbursement will be at the receipted amount for the lodging, supported by a receipt.

The justification for [STD 257](#) should include:

- ◆ Purpose for the trip.
- ◆ Benefit to the state.
- ◆ Daily itinerary (location(s) only).
- ◆ Estimated expenses (include transportation, meals, lodging, incidentals, registration fee, booth/exhibit rental, and/or interpreter expenses). List expenses even if the expenses are to be paid by a [Miscellaneous Revolving Fund Advance \(SO-25\)](#).
- ◆ If more than one employee is traveling, detailed explanation of why one employee cannot achieve the travel objective.

Mission Critical **does not** mean travel to attend:

- ◆ Conferences, meetings, or seminars (even those that historically have been attended or if a request has been made for your department or an individual to make a presentation).
- ◆ Networking Opportunities.
- ◆ Professional development courses.
- ◆ Continuing education classes/seminars.

4004 OST-Individual Trip Request – Discretionary

Discretionary trips refer to trips that **do not meet** the mission critical criteria **and**, the box on form [STD 257](#) is checked as “Other.”

Form [STD 257](#) must be completed and submitted two to six weeks in advance to Travel Unit including:

- ◆ Name of traveling employees and/or “Designee.”
- ◆ Justification attached as pages 2-3, all in one PDF packet, not portfolio.
- ◆ Cost (Expenses not to exceed) - as per breakdown to match on justification.
- ◆ Cost (Expenses not to exceed) - separated by employee traveling.
- ◆ If all or some of the trip cost will be reimbursed by a third party or private association, please indicate name of the reimbursing party. Further information will need to be provided to the Travel Unit when refund/reimbursement is received.
- ◆ Fund must match with justification and selection from drop down menu.
- ◆ [STD 257](#) must be signed by traveler’s Department/Division Director and the Agency Secretary/Deputy Director.
- ◆ ALL trip requests marked as “Other” or discretionary, **must be submitted to the Governor’s Office for approval**, therefore needing at least two weeks, and up to six weeks for processing.
- ◆ Once trip is approved, Travel Unit will return [STD 257](#) packet with approval and Document Number (trip number) to be used in CalATERS and when submitting the travel expense claim.
- ◆ This criteria applies to requests for all states, except state of Alaska and Hawaii.

Out-of-State Lodging Reimbursement Rates: For short-term out-of-state travel, state employees are to seek lodging at the most economical, reasonable accommodations available. Reimbursement will be at the receipted amount for the lodging, supported by a receipt.

The justification for [STD 257](#) should include:

- ◆ Purpose for the trip.
- ◆ Benefit to the state.
- ◆ Daily itinerary (location(s) only).
- ◆ Estimated expenses (include transportation, meals, lodging, incidentals, registration fee, booth/exhibit rental, and/or interpreter expenses). List expenses even if the expenses are to be paid by a [Miscellaneous Revolving Fund Advance \(SO-25\)](#).

4005 OST-Individual Trip Request - Salary Only

Salary Only trips are those trips that a state employee will be traveling on, where there is **zero cost** to the State **and** a third party will be paying for the trip **directly** on behalf of the employee. **No per diem** will be claimed **and no reservations will be made in Concur** at the discounted rates for the department paid travel arrangements.

Form [STD 257](#) must be completed and submitted two to six weeks in advance to Travel Unit with:

- ◆ Name of traveling employees and “Designee.”
- ◆ Justification attached as pages 2-3, all in one PDF packet, not portfolio.
- ◆ Cost (Expenses not to exceed) - as per breakdown to match on JM **should be Zero.**
- ◆ Fund field must state “Salary Only.”
- ◆ One of the Mission Critical Travel criteria must be checked, excluding “Other.”
- ◆ If “Other” is selected, this request does not meet Mission Critical criteria – see Discretionary [Section 4004](#).
- ◆ [STD 257](#) must be signed by traveler’s Department/Division Director and the Agency Secretary/Deputy Director.
- ◆ ALL trip requests marked as “Other” or discretionary, **must be submitted to the Governor’s Office for approval**, therefore needing at least two weeks, and up to six weeks for processing.
- ◆ Once trip is approved, Travel Unit will return [STD 257](#) packet with approval and Document Number (trip number) to be used in CalATERS and when submitting the travel expense claim.
- ◆ This criteria applies to requests for all states, except state of Alaska and Hawaii.

The justification for [STD 257](#) should include:

- ◆ Purpose for the trip.
- ◆ Benefit to the state.
- ◆ Daily itinerary (location(s) only).
- ◆ Estimated expenses (include transportation, meals, lodging, incidentals, registration fee, booth/exhibit rental, and/or interpreter expenses). List expenses even if the expenses are to be paid by a [Miscellaneous Revolving Fund Advance \(SO-25\)](#).
- ◆ If more than one employee is traveling, detailed explanation of why one employee cannot achieve the travel objective.

4006 Bordering States- Arizona, Nevada, Oregon- SAM 0764

Out of State Travel for bordering states (Nevada, Oregon, and Arizona) that **exceeds** five consecutive working days, is required to go through the Out-of-State process listed above. For trips less than five consecutive working days, no prior approval is necessary.

- ◆ In CalATERS, submit expenses following the out-of-state claim criteria.
- ◆ [STD 257](#) required if trip is more than five consecutive working days.

4007 Out-of-Country Travel

Out-of-country travel to any foreign country or territory outside of the United State and to the state of Alaska and Hawaii must follow the criteria below for approval.

- ◆ Form [STD 257](#) must be completed and submitted two to six weeks in advance to Travel Unit and shall include:
 - ◆ Name of traveling employees and/or “Designee.”
 - ◆ Justification attached as pages 2-3, all in one PDF packet, not portfolio.
 - ◆ Cost (Expenses not to exceed) - as per breakdown to match justification.
 - ◆ Cost (Expenses not to exceed) - separated by employees traveling.
 - ◆ If all or some of the trip cost will be reimbursed by a third party, please indicate name of the reimbursing party.
 - ◆ Fund must match with justification and selection from drop down menu.
 - ◆ One of the Mission Critical Travel criteria must be checked, excluding “Other.”
 - ◆ If “Other” is selected, this request does not meet Mission Critical criteria – See Discretionary [Section 4004](#) for additional information.
 - ◆ [STD 257](#) must be signed by traveler’s Department/Division Director and the Agency Secretary/Deputy Director.
 - ◆ Once trip is approved, Travel Unit will return [STD 257](#) packet with approval and Document Number (trip number) to be used in CalATERS and when submitting the travel expense claim.

Out-of-Country Reimbursement rates for lodging, meal and incidental expenses shall be in accordance with the “U.S. Department of State Maximum Travel Per Diem Allowances for Foreign Areas.” A receipt must support lodging.

Per Governor’s Office Memorandum effective July 7, 2022, all traveling state officials must submit the following information to the California Office of Emergency Services (Cal OES), State Threat Assessment Center (STAC), Travel Security Program (TSP) within 15 days prior to travel to any foreign country. Email the STAC TSP at TravelSecurity@CalOES.ca.gov with:

- ◆ The state official’s name and agency,
- ◆ The country/countries and city/cities the official is visiting,
- ◆ The date(s) of the visit,
- ◆ The purpose of the visit,
- ◆ And a full travel itinerary.

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The STAC TSP will review the current security situation of the country and reach out with recommendations, which may include a short (30 minute) briefing.

- ◆ These briefings provide travelers with risk assessments on a number of potential threat areas and best practices and considerations when traveling as a representative of California.
- ◆ Travel Security Briefings are not required by the Security Protocol Memo, but the STAC TSP may recommend them to better protect our travelers.

4008 Amendment and Out-of-State Blanket Trip Substitution

An Amendment is required for the criteria below:

- ◆ Total cost increased by 10% or more.
- ◆ The funding source changed, and trip requires State money to be used instead, or the money reimbursed is reportable (SAM 0763).

Out of State Blanket trip substitution may be changed, without additional approval when the following criteria met (SAM 0765):

- ◆ Name change or the person making the trip.
- ◆ Changes to the dates of travel.
- ◆ Total cost changes, without exceeding the approved amount by 10% or more.
- ◆ The trip itinerary unless the change results in the trip becoming reportable under [Section 4001](#) (SAM 0763).

4009 Completing the STD. 257

Each item of information on the [STD. 257](#), “Request for Approval of Out-of- State Travel,” is explained below. The items are listed in the order they appear, reading horizontally across the form.

Name and Title – Print name and title of proposed traveler(s). If an alternate participant is likely, write, “Or Designee” after the traveler’s name.

Document Number – Leave this space blank. However, if the trip is planned in the Department’s Out-of-State travel blanket or being substituted for a trip that was approved in the blanket; write the blanket trip number just above this space.

Date – Enter the date the form is being completed.

Division – Enter name of the division in which proposed traveler works.

Department – Enter Department of Food and Agriculture.

Agency – Leave this space blank.

Purpose – Enter specific purpose for the trip. If the purpose is a conference or professional association meeting, state the specific name of the conference or association arranging the meeting.

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Dates Of Absence – Enter departure date through return date of travel.

Location – Enter the main city and state/country of destination.

Expenses Not to Exceed – Enter total dollars needed to cover transportation, meals (all In- State and Out-of- State meals, and incidentals are based on the In-State allowable rate), lodging, incidentals, registration fee (if any), etc. **Ensure that this amount is adequate**; as any claimed expenses that are more than 10% of the estimate must be resubmitted and approved on an amended [STD 257](#), before submitting the travel expense claim.

Fund – Make selection on justification attached from the drop-down menu and must be matching.

Drop-down menu options are:

1. General Fund
2. Federal Funds
3. Industry/Special Funds
4. Third-Party/Private Assoc. (Reimbursable)
5. Distributed
6. Salary Only (all trip costs directly paid/reserved)

Requested By – Enter name of appropriate program manager authorizing travel expenditures.

Title – Enter program manager's title.

Mission Critical Travel – Check all boxes that apply to this trip. If “Other” is checked means trip is discretionary and approval from Governor's Office will be required.

Approvals -Certification and appropriate signatures are needed for request form to be valid, and complete, unless trip is already approved on the travel blanket. If trip is already approved on the blanket, enter “Approved on blanket” in the signature fields.

Department Director/Division Director – Enter name, signature (wet, electronic/digital is accepted) and date.

Agency Secretary/Deputy Director – Enter name, signature (wet, electronic/digital is accepted) and date.

Following the [STD 257's](#) first page, **justification template** must be completed and should include:

- ◆ Purpose for the trip.
- ◆ Benefit to the state
- ◆ Daily itinerary (location(s) only).
- ◆ Estimated expenses (include transportation, meals, lodging, incidentals, registration fee, booth/exhibit rental, and/or interpreter expenses). List expenses even if the expenses are to be paid by a [Miscellaneous Revolving Fund Advance \(SO-25\)](#).
- ◆ If more than one employee is traveling, detailed explanation of why one employee cannot achieve the travel objective.
- ◆ Late submission reason, if applicable, or additional information pertaining to trip request.

Chapter 5 Transportation

5000 General Information

Transportation expenses consist of the charges for commercial carrier fares (air, rail, bus, streetcar, taxi, Uber, Lyft); private vehicle or private aircraft allowances; emergency repairs to state vehicles; overnight and day parking of state - or privately-owned vehicles; bridge and road tolls; and all other charges essential for transportation to and from an employee's headquarters during business related travel (SAM 0710).

5001 Choosing a Method of Transportation

Responsibility for determining the **most economical method** of transportation is a function of the employee's supervisor or manager (CalHR 599.638a, 599.638.1a) and executing that determination is the responsibility of the employee. The approval and the submission of the TEC in CalATERS certify that the method of transportation claimed is most economically advantageous to the state. In making a determination, the supervisor shall take the following situations into consideration:

- ◆ Availability of public transportation.
- ◆ Direct expense (e.g., cost of airfare, rail fare, bus fare, parking, and mileage, etc.).
- ◆ State time
- ◆ Number of employees traveling to the same place at the same time
- ◆ Needs of the state (e.g., number of stops and/or equipment to be transported, etc.)
- ◆ Weather conditions (e.g., fog, snow, etc.)
- ◆ Time allotted to complete the assignment.
- ◆ Location of the employee's residence, regular workplace, destination, and location of available state automobiles.

Employees may be allowed to use a mode of transportation even though it is not authorized as the most economical mode of transportation. When an employee uses a more expensive method of transportation, the maximum reimbursement is the cost that would have been incurred had the most economical mode of transportation been used. When the expense was department paid, the employee must refund the Department.

Department of General Services (DGS) offers a mileage calculator ([link below](#)) to assist supervisors or employees determine most economical cost of using personal vehicle mileage vs. renting a car.

https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=046&mcid=DBCA

When a supervisor determines the use of a private vehicle to be the best mode of transportation in lieu of a common carrier, employees may claim private vehicle mileage as indicated in "Mileage Reimbursement," [Section 5007](#). It is not necessary to itemize the modes of transportation on the TEC when the supervisor determines the use of a private vehicle to be in the best interest of the state.

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To determine the most economical mode of transportation, commercial or private vehicle, supervisors should consider the following elements:

- ◆ Private vehicle mileage.
- ◆ Fare at the contract or tariff rate, (i.e., bus, train, or airfare).
- ◆ Transportation to and from the common carrier:
Limousine, bus fare, shuttle, taxi, Uber, Lyft; or
Appropriate private vehicle mileage and parking at the airport; or
Appropriate one-way vehicle mileage.

Employees, who choose to travel during their normal workday by private vehicle when commercial airline flights are available, and air travel is determined to be the best mode of transportation, shall be charged vacation time, or compensating time off for the hours in excess, of the time which would have been allowed had a commercial airline been used.

An employee who uses his/her private vehicle when a commercial airline is the best mode of transportation shall be allowed reimbursement for meal expense they would have incurred, had a commercial airline been used.

5002 Methods of Transportation Available

A wide variety of transport systems are available and may be authorized for use.

These systems are:	Bus	Commercial Airline
	Commercial Car Rental	Department-Owned Vehicle
	General Services Vehicle	Private Aircraft
	Private Automobile	Rail, Streetcar
	Shuttle	Taxi, Uber, Lyft

Note: Travel by motorcycle or motor-driven bicycle is not authorized, and reimbursement for such travel is prohibited (CalHR 599.626f, 599.626.1e, SAM 0759).

Detailed information regarding the use of DGS vehicles can be found by emailing [CDFA Fleet Management Unit](#).

5003 Rail or Bus

When considering the use of rail or bus (i.e., Amtrak or Greyhound), the travel time required must be considered. Book trip with CI Azumano or the online booking tool, Concur, at the following website: <https://www.concursolutions.com/> or by calling 877-454-8785.

5004 Transportation Services

Department of General Services (DGS), offers multiple resources and options at the link below for state employees to use, including ride share programs, Uber and Lyft and shuttle service from certain airports.

<https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Rideshare-Ground-Transportation>

When using any transportation service such as Uber or Lyft, employees will need to use their own payment method and claim reimbursement, supported by a receipt, on a travel expense claim (TEC). Employees must use the lowest cost ride/car available. Acceptable classes are (Uber) UberX or Uber Pool; and (Lyft) Lyft Standard or Wait & Save. Any vehicle in excess (size and price) of these classes requires a justification in the “Notes” section of the TEC.

Reimbursement on Tips for Allowable Transportation Expenses: Taxi, Uber and Lyft

Effective May 11, 2020, state employees may receive reimbursement for tips related to allowable transportation expenses incurred while conducting approved state business as follows: **Up to \$2.00 or 20%**, whichever amount is greater. Allowable transportation expenses may include transportation network company fare or taxi fare, plus applicable mandatory taxes and fees.

5005 Commercial Car Rental

When a state-owned vehicle is not available, employees may be authorized to rent commercial vehicles to drive on official state business.

Travelers are required to return the rental vehicle and obtain a new rental agreement if staying in the travel location after state business is completed. Travelers may not continue using the vehicle and reimburse the state for the difference between the total cost and the State’s portion.

Required Vendors

Employees traveling on state business should make reservations, at least 24 hours in advance, through the CI Azumano or the online booking tool, [Concur](#), to acquire a vehicle:

Primary - Enterprise Rent-A-Car

Secondary - National Car Rental (If Enterprise not available) – used primarily for out-of-state and international travel locations where there is no Enterprise available.

The State entered into, short-term (**29 days or less**) vehicle rental agreements with **Enterprise**. If Enterprise Rent-A-Car cannot provide vehicles in a specific location, a non-contract company may be used. Justification for use of a non-contract company will be required on TECs to obtain reimbursement.

The contract is intended to address the business travel needs of state employees and is limited to daily and weekly rentals. Long term leasing of vehicles (30 days or more) must have advance approval from CDFA, Departmental Services, Fleet Unit. Re-renting vehicles every 29 days to avoid the long-term rental process is considered circumventing the system and is prohibited.

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Charges are automatically billed through the Department's IBT card (CTA). No payment is necessary upon pick-up at the rental car office if reserved in Concur and by using the CTA. Employees are required to provide a current driver's license and a second form of identification to ensure a smooth delivery of service when renting a vehicle. An acceptable second form of identification can be a state employee identification badge, business card, copy of a travel itinerary booked through the state's travel agency or Concur, or an authorization letter on department letter head. Purchase of regular grade unleaded fuel only (not supreme) from self-service pumps per SAM section 3687.1. A copy of the car rental **receipt** is to be included with the employees travel expense claim (TEC).

Car Rental Rates

The rates listed in this section are the maximum rates within California per our State contracted agreement.

<u>Vendor</u>	<u>Maximum Daily Rate</u>	<u>Reservations</u>	<u>Corporate ID Number</u>	<u>Car Size</u>
Enterprise	\$40.54	concursolutions.com	XZCA328	Compact, Economy, Intermediate, and Mid-Size

Travelers must notify the rental company when a vehicle cannot be returned to the location as specified in the rental agreement.

In cases that warrant a larger type of vehicle (such as times when three or more people are traveling together with luggage or equipment), a [Short-Term Vehicle Justification Form-OFAM 100](#) needs to be completed, signed by supervisor, attached to Travel Expense Claim (TEC) and submitted to FSB/Travel Unit for processing. Without substantiation or need, the employee will be required to pay the cost difference between the contract price and price of the vehicle rented.

Enterprise vehicles are registered with Toll Pass, which is an electronic-toll-payment service provider. When a license plate is read going through a toll collecting area matching one registered with Toll Pass, a paper bill is generated and mailed to the address of the driver on file with the rental company. The bill will include the toll fees and a service fee assessed by Toll Pass. **Late fees are not reimbursable.** Toll fees assessed and not paid timely while in a rental vehicle will place the renter on the "Do Not Rent" list.

Out-of-State Rental Cars

Enterprise Rent-A-Car and National Car Rental are the approved vendors for Out-of-State travel. They offer a maximum rate inclusive of insurance coverage.

Basic services provided by the contract companies include:

- ◆ Unlimited mileage.
- ◆ Discounted rates for daily, weekly, or monthly rentals.
- ◆ Loss Damage Waiver protection at no extra charge.
- ◆ Mandatory acceptance of the State of California, US Bank CTA.
- ◆ Protection from third-party liability claims up to \$500,000 at no extra charge.
- ◆ Fleets range from compact to large vehicles and minivans. With prior notification, all companies will provide a vehicle equipped with hand controls for operation by individuals with disabilities.

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Insurance

The state is self-insured and will not pay for collision insurance or for medical insurance when a state officer or employee rents an automobile. Therefore, do not accept offers of Personal Accident Insurance, Collision Damage Waiver or any other type of insurance offered by a vendor. Employees will not be reimbursed for insurance charges. Loss Damage Waiver protection and protection from third-party liability claims up to \$500,000 are included in the contract rate.

Employee Payment

The State of California, US Bank CTA will be evidence of a state employee's official travel status. Payment will be made by the State of California, US Bank CTA. Pre-charging credit cards with the estimated amount of the rental and/or making changes to the method of payment (e.g., changing from the CTA to another form of payment) when the car is returned is prohibited.

Accidents

Employees must not leave the scene of an accident. In some jurisdictions, it is not necessary to summon the police in the event of a minor accident, but for the employee's protection it is recommended the police are called. The police will determine if a traffic violation has occurred and will ensure that the parties involved exchange appropriate information, such as names and telephone numbers. Accidents must be reported to the car rental company. The employee must complete and/or provide any reports or documents required by the company, including police reports. Collision damage waiver is included in the daily rate when renting vehicles from the contracted vendors. An accident that involves a rental vehicle used on state business must be reported on a form, [STD 270, Report of Vehicle Accident](#). The report must be clearly marked "Rental Vehicle."

5006 Parking, Bridge, or Road Toll

Employees will be reimbursed for actual, reasonable parking charges and tolls incurred in the following instances (SAM 0755):

- ◆ Day Parking - While on trips away from headquarters office and residence; because of call-back to work, or scheduled overtime on a normal day off; while parking adjacent to headquarters, provided other reimbursable private car expenses are claimed for the same day. No reimbursement will be made to an employee who regularly parks near his/her headquarters and incurs no additional parking expense in excess of normal parking costs.
- ◆ Overnight Public Parking - While on trips away from the headquarters city and city of residence. Note: Claims will not be allowed if expense-free parking is conveniently available.
- ◆ Airport Parking - When parking at any airport, employees must park in the least expensive peripheral parking areas (economy lot). If an employee parks in the more expensive lot, justification must be provided in the "Notes" section of the TEC. If the justification is not approved, the employee will only be reimbursed the amount of the less expensive lot.
- ◆ Receipts are required for parking fees exceeding \$10 or more.
- ◆ Tolls incurred by state employees traveling on official business are reimbursable if the travel is approved by the employee's supervisor. The contract that Statewide Travel Program (STP) holds with Enterprise does not include tolls. These charges are always expected to be paid by the employee on time.

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- ♦ Responsibility for tolls always falls on the driver. A state employee traveling on official business is expected to prepare for every trip by researching potential tolls they will incur throughout their trip. Employees must also be vigilant while traveling and watch out for signage indicating that a toll is required. An employee cannot justify nonpayment of a toll by claiming they did not know a toll was incurred or that they assumed it was being handled by another party. On a TEC, please include an explanation of the toll paid.

5007 Privately-Owned Vehicle

Use of a privately owned vehicle while conducting state business may be allowed when it is **clearly** in the best interest of the state. Authorizing use of the private vehicle is a responsibility of the employee's supervisor (CalHR 599.626, 599.626.1, 599.631, SAM 0750).

Under CalHR Section 2202 – Mileage Reimbursement Personal Vehicle Mileage Reimbursement Policy:
*“When an employee is required to report to an alternate work location, the employee may be reimbursed for the number of miles driven **in excess** of his/her normal commute to work.”*

Example: if the employee travels 15 miles to work each day and the alternate work location is 25 miles, the reimbursement should only be for the additional 10 miles.

Before an employee is authorized to use a privately owned vehicle to conduct state business, an “Authorization to Use Privately-Owned Vehicles on State Business” [STD 261](#) (located in the Travel Forms section on the Business Travel Portal) must be completed and submitted annually to the immediate supervisor for approval. This form certifies that the vehicle is adequate for the work to be performed, covered by minimum insurance, and meets safety standards (SAM 0753, PC III-17). The supervisor shall verify that the employee has a current [STD 261](#) on file before he/she approves the TEC for mileage reimbursement.

Whenever an employee transports other employee in a privately owned vehicle, the name of each employee transported on the trip shall be included in the “Notes” section of the TEC. No transportation reimbursement shall be allowed for the passengers.

When an employee is dropped off at a common carrier (airport, rail, or bus station) the employee may be reimbursed round trip mileage. Parking charges will not be reimbursed.

Mileage Reimbursement

The mileage incurred by an employee authorized to operate a private vehicle on state business may be claimed for reimbursement at a rate per mile (CalHR 599.626, 599.626.1, 599.631). When an employee uses their personal vehicle to conduct State business, they are required to fill out a [Personal Vehicle Mileage Log](#) and attach it to the travel expense claim for reimbursement.

Mileage Rates	January 1, 2024 to Present	67.0 cents/mile
	January 1, 2023 to December 31, 2023	65.5 cents/mile
	July 1, 2022 to December 31, 2022	62.5 cents/mile
	January 1, 2022 to June 30, 2022	58.5 cents/mile

Overtime Mileage

Overtime mileage may be claimed when an employee is called back to work necessitating more than one trip to the work location on a normal workday: or by reason of any call back on an employee's normal day off. Mileage reimbursement amounts are reportable and considered taxable income.

5008 Travel To or From a Common Carrier

When the employee's use of his/her private vehicle is authorized for travel to or from a common carrier terminal, and the automobile is not parked at the terminal during the period of travel, the employee may claim double the number of miles between the terminal and the employee's headquarters or residence, whichever is less. Double mileage reimbursement is taxable and reportable to SCO since the amount claimed is above the rates found in the current MOU and the CalHR Rules (SAM 0754). The deduction will be applied to the traveler's next payroll warrant after the claim is approved.

When travel begins or terminates within one hour of an employee's regular scheduled workday, the employee may claim reimbursement for the distance between the common carrier and headquarters or home, whichever is the lesser distance.

For travel which begins or terminates one hour or more before or after an employee's regular scheduled workday, or travel on a scheduled day off, the employee may claim reimbursement for the distance between the common carrier and headquarters or home, whichever the employee leaves from or returns to.

The following examples demonstrate the relationship between regular scheduled workday hours and travel hours for claiming reimbursement of travel to or from a common carrier:

A Sacramento employee (headquartered at N Street) whose regular scheduled workday is 8:00 a.m. to 5:00 p.m. has an assignment requiring travel. The distance between the headquarters and common carrier is 12 miles. The distance between the home and common carrier is 27 miles.

- ♦ Travel began at 7:30 a.m. and terminated at 5:30 p.m.; the employee departed from and returned to headquarters and parked at the airport.

The employee would be reimbursed for the distance between headquarters and the common carrier, 12 miles each direction. The travel is within one hour of the regular scheduled workday.

- ♦ Travel began at 7:00 a.m. and terminated at 6:30 p.m.; the employee departed from and returned to home and parked at the airport.

The employee would be reimbursed for the distance between home and the common carrier, 27 miles each direction. The travel began one hour before and terminated more than one hour after the regular scheduled workday.

- ♦ Travel began at 8:15 a.m. and terminated at 6:30 p.m.; the employee departed from and returned to home and parked at the airport.

For travel to the common carrier, the employee would be reimbursed for the distance between headquarters and the common carrier, 12 miles. For travel from the common carrier, the employee would be reimbursed for the distance between the common carrier and home, 27 miles. The travel began within one hour of the regular scheduled workday and terminated more than one hour after the regular scheduled workday.

5009 Commercial Airlines

Travel by commercial airlines is encouraged whenever it expedites the conduct of official state business at a low-cost rate and conforms to the Department's travel guidelines as stated in [Chapter 1](#).

Supervisors are responsible for authorizing commercial air travel after evaluating relevant travel options. The air travel will need to be claimed in the "expense" tab in CalATERS Global, with the payment type as "Department Paid." A copy of the air itinerary shall be included in the TEC. Note any changes from the original flight plan on the itinerary.

Effective August 1, 2021, State employees shall reserve, where available, airfares that are non-refundable, and shall, where operationally feasible, **reserve their domestic airfare(s) at least seven days prior to their anticipated travel date(s) and at least 30 days prior to their anticipated travel date(s) for international travel**. Airfare **should not be booked more than 60 days in advance** or in an unbudgeted fiscal year.

Additionally, when traveling internationally, state employees shall choose the **most economical airfare** that meets their business needs.

Pursuant to, Management Memo (MM) 21-07, the Department of General Services (DGS) will monitor each state agency's use of airfares to ensure that the agency, and its employees, comply with the airfare purchasing requirements. The Reason Code (Long Description) provides additional context to ensure the appropriate Reason Code (Short Description) is selected.

Travelers should be prepared to provide justification for not reserving airfares in compliances with stated rules and regulations and when booking in Concur, shall select one of the violations reasons below:

1. Flight selected is a non-contracted/non-preferred carrier.
2. Flight selected is a refundable fare.
3. Flight (Domestic) is booked less than seven (7) days in advance.
4. Flight (International) is booked less than thirty (30) days in advance.

IMPORTANT! Moving forward, all travelers and/or traveler's arranger, must retain copies of the online booking tool **search results** to support their justification for choosing any of the Reason Code Justifications listed below. Additionally, all travelers and/or travel arrangers must be prepared to provide the aforementioned "Concur search results," upon request.

Contracted/Preferred Carriers:

Southwest Airlines is the preferred carrier for all domestic travel. If Southwest Airlines does not have availability in a selected domestic market, you are required to use the secondary preferred domestic carrier, United Airlines.

United Airlines is the preferred carrier for all international travel. If United Airlines does not have availability in a selected international market, you may use a non-contracted carrier.

Unused Tickets

When airfare is cancelled from a refundable flight, the amount will be credited back to the departments US Bank CTA account. Employees must request the monetary credit to be applied back to the original method of payment.

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When airfare is cancelled from a non-refundable flight, the traveler is required to use the credit within 365 days or as determined by the airline company before its expiration date. The credit can only be used by the original traveler. To avoid ticket credit loss, employees can use non-refundable fares if traveling multiple times, a year on state business.

Employees who earn frequent flier mileage/points while traveling on official state business may use these points for their personal use, however, unused monetary travel credits can only be used for business travel.

Guest Users

Tickets at the contracted fare rates will be made available to non-salaried persons traveling on authorized state business when booked directly from the State's travel agency. Optional users are non-salaried individuals on official state business whose travel expenses are paid by the state. They include volunteers, members of official task forces, consultants, and members of some commissions and boards. See [Section 8007](#).

Effective April 5, 2024, CI Azumano and the online booking tool Concur are the official travel agency for the Department. All reservations for air travel services, should be made through Concur first or by calling 877-454-8785 for emergency situations, and outside of Monday-Friday 8:00am to 5:00pm. After-hours agent services are billed at a higher rate than using Concur.

5010 Private Aircraft

For BUs with an existing MOU, if the MOU contains state business, travel and relocation language that is in conflict with this policy, the MOU language shall be controlling.

When an employee is authorized by his/her department, reimbursement for the use of the employee's privately owned aircraft on state business shall be made at the current Federal Mileage Reimbursement Rate for privately owned aircraft. Pilot qualifications and insurance requirements will be maintained in accordance with CalHR regulations 599.628.1 (Excluded employees) and 599.628 (Represented employees) as well as applicable policy and procedures published by the Department of General Services' Office of Risk and Insurance Management.

Private Aircraft Mileage Rates	January 1, 2024, to Present	\$1.76/mile
	January 1, 2023, to December 31, 2023	\$1.74/mile
	July 1, 2022, to December 31, 2022	\$1.81/mile
	January 1, 2022, to June 30, 2022	\$1.515/mile

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Chapter 6 Business Related Expenses

6000 General Information

Business expenses consist of the charges for business phone calls and business telegrams; emergency clothing or supply purchases; and all other charges necessary for the completion of official state business (CalHR 599.616c2, 599.616.1d). The purpose of the expense must be explained in the notes section of the travel expense claim.

Purchases of \$25.00 or more are subject to review and must be approved by the Division of Administrative Services' Director or designated officer before reimbursement can be made (CalHR 599.616c2, 599.616.1d).

Receipts must contain vendor name, date of purchase, and description of the item or service purchased.

6001 Emergency Purchases

Emergency purchases are direct purchases of items such as supplies, clothing, or services fees, equipment.

All items necessary to conduct state business are available through the Department's normal purchasing requisition process.

When the employee directly pays for goods or services, the receipt must be attached to the travel expense claim (TEC), and the necessity for purchase must be explained in the notes section of the claim. In the absence of a satisfactory explanation, the purchase may not be reimbursed (CalHR 599.625b, 599.625.1d).

The vendor or person furnishing the goods or services must sign receipts for goods or services, which are not on preprinted billhead.

6002 Telephone Calls

State business calls made from places of lodging are automatically included in the lodging bill and must be explained on the bill when submitted with the TEC. Indicate the telephone number, name of person called, and purpose of call.

Provision for personal phone calls is included in the incidental allowance authorized for every 24 hours of travel. This allowance may not be claimed for travel of less than 24 hours.

Non-Represented employees - Telephone, telegraph, fax, or other business charges related to state business of \$5.00 or more must be supported by a receipt when claimed on the TEC (CalHR 599.625.1).

Represented employees – Telephone, telegraph, fax, or other business charges related to state business of \$5.00 or more must be supported by a receipt when claimed on the TEC (MOU's).

6003 Educational Assistance (Training Expenses)

Educational Assistance (training) is the process whereby state employees, either individually or in a group, participate in a formalized program of instruction (with lesson plan, instructor, or instructional device) to acquire skills and knowledge for their current or future job performance (CalHR 599.817a).

The Department may authorize training of individuals or groups of individuals. Such training may be proposed

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by either employee or supervisor and must be authorized prior to the dates training takes place.

Training Reimbursement

To be eligible for reimbursement, employees must achieve a minimum course grade of “C.” If an employee’s supervisor or manager approved the training, the Department may authorize certain training costs as follows:

- ◆ In-Service Training - All costs are normally paid by the Department. There may be instances where the employee is required to reimburse the Department when the course is not job-required.
- ◆ Out-Service Training - Reimbursement of training costs vary in accordance with the “purpose for training” (job-required, job-related, upward mobility, career related).

Specific allowances are stated in [Administrative Manual Section 9.7.3](#).

While in-service training costs are directly paid by the Department, out-service training costs may be initially paid by the employee or paid by a revolving fund advance. In such cases where the employee pays the training costs a TEC may be submitted for reimbursement of those costs, which have been authorized. If a revolving fund advance paid the training costs, the employee must submit a TEC to clear the advance. The Department will only reimburse costs supported by receipts and proof of completion as authorized on the “Training Request,” [SO-82](#).

Reimbursement Taxation

Training reimbursement for the categories of “Career Development” and “Upward Mobility” may be considered taxable income by the Internal Revenue Service. FSB will report to the SCO, on a monthly basis, when taxable payments for these two categories. Income taxes would be withheld by SCO from the employee’s regular payroll warrant. All taxable payments for career development or upward mobility reimbursements would be included in the annual Wage and Income Statement, Form W-2.

Internal Revenue Code Section 132(d) specifically states that “Job-Required” or “Job-Related” training are working condition fringe benefits. Thus, job-required, or job-related training reimbursement remains tax exempt.

6004 Relocation Assistance

Employees required by the Department to change their place of residence due to assignment, promotion, or other job/duty-related reasons are entitled to reimbursement of certain actual and necessary moving and relocation expenses. Detailed information is contained in the Moving and Relocation packet issued to relocating employees that includes a list of expenses subject to tax withholding.

The conditions to obtain financial assistance for relocation are detailed in the following paragraphs. Current Per Diem rates and short-term lodging rates for relocation are in [Section 8004](#).

To obtain the state’s financial assistance for the relocation of a residence, the established employee’s move must be required by the employer. To be “required” the following conditions regarding Assignment and Normal Commute Distance must be met (CalHR 599.714):

- A. The assignment must involve one of the following:
 - 1. Promotion
 - 2. Application of an employee’s expertise to benefit the state; or

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3. Relocation authorized in lieu of layoff.

Note: Relocation reimbursement is not “required” when undertaken for purposes of voluntary, non-promotional transfer, or non-promotional transfer which primarily benefits the employee.

B. The normal commute distance must be at least 35 miles between each of the following:

1. Old headquarters to new headquarters
2. Old residence to new residence
3. Old residence to new headquarters; and,

Additionally, the commute distance between the new residence and the new headquarters may not exceed the distance between the old residence and the new headquarters.

Reimbursement for a relocation that does not conform to the Assignment and Normal Commute Distance may be granted when the Director of the Department of Human Resources (CalHR) has determined in advance of the move that the employee will be subject to unusual and unavoidable hardship by reason of the change of residence (CalHR 599.714d). For information on how to file such an exception request, contact the Travel Liaison in the FSB.

To obtain the state’s financial assistance for the relocation of a residence, the established employee’s move must be required by the employer. To be “required” the following conditions regarding Assignment and Normal Commute Distance must be met (CalHR 599.714.1):

A. The employee’s headquarters is changed for the advantage of the state, which includes one of the following:

1. A promotion offered by the appointing authority, not including those movements that the employee could make through transfer, reinstatement, or reemployment eligibility.
2. An involuntary transfer initiated by and at the discretion of the appointing authority.
3. Any involuntary transfer required to affect a mandatory reinstatement following:
 - a. Termination of a career executive or exempt appointment
 - b. Leave of absence
 - c. Rejection from probation
4. Any involuntary transfer required to affect a mandatory reinstatement following the expiration or involuntary termination of atemporary appointment, limited term appointment or training and development assignment.

B. The move must be a minimum of 50 miles plus the number of miles between the old residence and the old headquarters.

When the appointment does not meet the criteria above, the appointing power may determine in advance that it is in the best interest of the state to reimburse all or part of the actual reasonable and necessary relocation expenses as an incentive to recruit employees to positions that is designated by the appointing power as difficult to fill or because of outstanding qualifications of the appointee, or due to unusual and unavoidable hardship to the employee by reason of the change of residence.

Upon determination that any reimbursement will be made, the appointing power shall:

- A. Establish any additional limitations such as dollar limits, weight limits, or time limits and obtain authority for the additions from the proper control agency.
- B. Notify the employee, in writing, of specific allowable reimbursements prior to the move.

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Relocation Reimbursement

Reimbursement is available to employees for sale of a residence, settlement of a lease, moving of household effects and certain miscellaneous expenses relating to the dissolution of one household and establishment of the next (CalHR 599.715-599.719, 599.715.1-599.719.1). In addition, a Relocation Allowance provides per diem reimbursement during the limited period spent locating a new residence (CalHR 599.721, 599.722).

Reimbursement to new employees of professional and technically trained persons, who relocate to accept employment with the state, may be offered up to \$1,000 for shipment of household goods. Advance approval of the Department of Finance is required if reimbursement will exceed \$1,000. Length of employment determines whether the new employee will be required to repay all, or a portion of the reimbursement granted should he/she terminates employment with that hiring department (CalHR 599.723, 599.723.1).

To obtain a Moving and Relocation Package, the employee's supervisor shall send a memo to the Travel Liaison indicating that the relocation has been authorized.

The memo must contain the following:

- ◆ Employee's name
- ◆ Employee's residence address (defined in Chapter 3, [Section 3001](#)) (include a PO Box, if mailing to a PO Box is desired)
- ◆ Reason for relocation, such as new hire or promotion
- ◆ Old and new headquarters address
- ◆ Date employee is to report for work in new headquarters.
- ◆ Employee's bargaining unit and designation
- ◆ For persons who are relocating to accept employment with the state, a statement to that effect shall be made.

Relocation Mileage allowance:

Unless otherwise specified, reimbursement for mileage while relocating when using a personal vehicle will be limited to the commuting to the new worksite while relocating, but it will not be reimbursable for time periods when looking for a new residence in the new location.

If renting a car proves to be in the best interest of the State, mileage will not be reimbursed during that same time.

Relocation Mileage Rates	January 1, 2024, to Present	21 cents/mile
	January 1, 2023, to December 31, 2023	22 cents/mile
	July 1, 2022 – December 31, 2022	22 cents/mile
	January 1, 2022 – June 30, 2022	18 cents/mile

For the actual move, mileage reimbursement is for one way one time from the old residence to the new residence.

6005 Transit Subsidy

A transportation incentive program was developed to encourage employees to use alternate means of transportation when commuting to and from work. This program promotes air quality, reduces traffic congestion, and conserves energy by reducing the number of single occupancy vehicles on the road. Employees using an authorized transportation method, which includes public transportation and vanpools, may receive a subsidy reimbursement with a receipt to apply toward their monthly transportation cost (CalHR 599.936, MOU). Transportation subsidies are currently not taxable to the employee.

The maximum monthly reimbursement per bargaining unit (BU):

CBID	Primary Vanpool Driver Payment	Vanpool Rider Reimbursement	Mass Transit Rider Reimbursement
R01, R04, R07, R10, R11, all Excluded employees	100%, up to \$315 per month	100%, up to \$315 per month	100%, up to \$315 per month
R02, S02, M02	100%, up to \$315 per month	100%, up to \$315 per month	100%, up to \$315 per month

Vanpool Incentives

A qualified commuter highway vehicle is defined with the following criteria:

- ◆ A group of seven (five or more for Bargaining Unit 2 employee only) or more people who commute together in a vehicle (state or non-state) specially designed to carry an appropriate number of passengers.
- ◆ At least 80% of the mileage will be used transporting employees in connection with travel between their residences and their places of employment.
- ◆ The number of employees transported for such purposes must be at least 50% of the adult seating capacity, not including the driver.

Bicycle Reimbursement

The Bicycle Commuter Program is a taxable benefit administered by CalHR (CalHR manual section 1425-Bicycle Commuter Program). This benefit is voluntarily provided by the State of California and encourages active state employees to consider bicycle commuting as a means of active transportation to and from their residence and places of employment. The program promotes health and wellness and sustainable commuting practices by encouraging employees to use bicycles as their primary means of commuting.

Any active state employee whose salary is paid directly by the State of California is eligible to participate in the program. Employee participation in the program is voluntary.

Please refer to the [Bicycle Commuter Program Policy](#) for more specifics.

6006 Professional Exams, Licenses, and Dues

In recognition of the professional nature of employees, the state may reimburse employees for professional exams, licenses, and dues in job-related professional organizations, societies, or associations of the employee's choice. Employees in Bargaining Units 1, 2, 4, 9, 10, 11, 12, 14, 15, and 21 and non-represented employees are currently the only employees eligible for professional exam, license, and dues reimbursement (CalHR 599.922, 599.922.2, MOU).

Bargaining Unit 2 and non-represented attorneys may elect to be reimbursed or to participate in the direct payment process for the cost of annual bar dues.

Reimbursement or direct payments for professional exams, licenses, and dues will not include any late fees or penalties due to untimely renewal. Late fees and penalties are the responsibility of the employee.

Allowances

Represented Employees (Bargaining Units 1, 3, 4, 5, 6, 8, 10, 11, 15, 16, 17, 19).

- ◆ Full reimbursement of renewal cost of professional and/or technical licenses, certificates, or credentials required as a condition of employment.
- ◆ Up to \$50.00 per year for membership dues in job-related professional societies or associations of the employee's choice or a job-related professional license fee.

Represented Employees (Bargaining Units 2)

- ◆ Reimbursement or direct payment of state bar dues for full-time employees, pro-rated dues for part-time employees or employees who work less than a full year.
- ◆ Membership in one local job-related bar association or for one job-related specialty section of the state or a local bar if state bar membership is required as a condition of employment. Amount is not to exceed \$200 annually and is pro-rated for part-time employees or employees who work less than a full year.

Represented Employees (Bargaining Units 12)

- ◆ Cost of filing, examination, and renewal fees for obtaining an agricultural pest control license (Qualified Applicator's Certificate and/or Pest Control Advisor Certificate) or Backflow Tester certificate if required for employee's position. Must be authorized in advance by immediate supervisor and exam must be successfully completed and certificate issued.

Non-Represented/Excluded Employees

- ◆ Up to \$100 annually for membership dues of one professional organization or job-related license fee directly related to the employee's scientific or professional discipline. A professional license fee and professional dues to one organization may be reimbursed in combination for a total not to exceed \$100.
- ◆ If job requires a professional license, may receive both professional dues and license fees not to exceed \$100 annually for each.
- ◆ Full cost of application and renewal fees for Engineer, Architect, Landscape Architect, Engineering Geologist, Land Surveyor, and Engineer-in-Training licenses.

6007 Physical Exams

When physical examinations are required for pre-employment or as a condition of employment, reimbursement will be allowed. The employee must pay out of pocket first then seek reimbursement through a TEC. The DHCS sets the dollar amount that the State will reimburse for exams, urinalysis, and additional testing, if required. If additional testing is required for employment, a justification memo must be attached to the TEC.

The physical exam rate for pre-employment related fees is based on the Medi-Cal rates for procedure codes 99205 and 81000.

- ◆ The rate for code 81000 (**Urinalysis**) currently \$2.58 (must show on receipt) and
- ◆ The rate for code 99205 (**basic pre-employment exam**) is \$82.70.
- ◆ As such, the total physical exam rate is \$85.28.

6008 Safety Footwear

Safety Footwear reimbursement may be provided to employees in bargaining units, BU07 and BU10, as per the current Memorandum of Understanding (MOU), set forth by the employee's union contract.

If the purchase of specific safety or protective footwear is required by the employer, the employee shall be eligible for a reimbursement of up to \$275.00 every two years, or as otherwise specified in the union contract.

If an employee of CDFA is required to perform job related activities that requires them to wear specific protective equipment, clothing, or boots (i.e., steel toe boots), the employee may claim reimbursement for the items purchased if requested and approved by their direct supervisor.

The employee shall provide the Travel Unit a valid receipt of purchase and proper justification or supporting documentation as needed for claim processing.

Travel Guide

Chapter 7 US Bank Individually Billed Travel (IBT) Card

7000 General Information

The use of the US Bank Individually Billed Travel (IBT) card for travel expenses incurred while on official state business is a privilege authorized by the State and this Department.

Employees may use the IBT card for transactions directly related to their duties and responsibilities with this Department. They must comply with all applicable policies, rules, regulations, etc., regarding travel and the Corporate Travel Account. The IBT card is approved for use while traveling in-state, out-of-state, or out-of-country.

As a service provided by the Department of General Services (DGS), Statewide Travel Program (STP), the Government IBT card is offered to State of California employees who travel frequently on official business at least five (5) or more times a year. The Government IBT card is issued by US Bank, N.A., through DGS' Travel Payment Services contract.

To receive and utilize an IBT card, a government travel cardholder must abide by the Government Travel Card Program usage rules, and terms and conditions which include employees issued an IBT card are personally liable for all authorized charges made on the card. See Lost or Stolen Cards, [Section 7010](#), for more information on the liability of unauthorized charges.

It is the responsibility of employees to submit their travel expense claims (TECs) on a timely basis. This will allow for processing of TECs before the IBT card billing must be paid.

7001 Application and Issuance

Permanent employees who anticipate traveling a minimum of five times per fiscal year may apply. The IBT card package is located in the Travel Forms Section on the Business Travel Portal. Once completed, applications will be submitted to the Travel Liaison in the FSB. The application will be forwarded to US Bank and a charge card will be issued in the traveler's name with "State of California" embossed on it.

US Bank reserves the right to perform credit checks on each applicant. Since the State has no liability, US Bank reserves the right to reject applicants that do not meet their guidelines.

If an applicant is denied an IBT card, they will receive a letter from US Bank explaining the denial. If there is a question regarding the denial, the applicant shall contact US Bank using the telephone number on the denial letter. Federal Privacy Laws prohibit US Bank from releasing information regarding denial of an IBT card to anyone except the individual applicant.

Effective November 1, 2016, the IBT card program has a monthly maximum retail and spending limit policy:
Maximum Monthly Retail Limits - \$500
Maximum Monthly Spending Limits - \$5,000

7002 Travel Expense Claims

The TECs of IBT card participants will be given processing priority over TECs of travelers who received a travel advance. This will ensure that reimbursement is received in ample time to pay the US Bank bill.

7003 Travel Advances

Since the IBT card can be used as payment for a variety of expenses, a request for a travel advance should be limited to the expenses for which the IBT card cannot be used.

Travel advances will not be issued to pay charges on an IBT card account. An approved TEC must be submitted to receive reimbursement to pay the card billing.

7004 Meals and Lodging

The IBT card is accepted by a vast majority of hotels/motels and restaurants in California.

7005 Commercial Airlines

State contract airlines have agreed to honor the IBT card as an official state method of payment.

The IBT card may not be used to obtain the state contract rates for personal travel. US Bank is required to provide the Department with a report of all airfares charged to the IBT card. Travelers who use the state contract rates for personal travel are subject to suspension or cancellation of their IBT card privilege.

All airfares should be booked using the State's mandated travel agency or in Concur. In the event airfare cannot be booked using the State's travel agency or in Concur, travelers shall enter airfares, paid for with the IBT card, on the TEC and attach the receipt and flight itinerary.

Unused Tickets

Travelers are personally responsible for returning unused airline tickets that are purchased with the IBT card. Travelers shall return the unused ticket to the travel agency where the ticket was purchased. In the case of tickets purchased directly from the airline, travelers shall return the ticket to the airline. Proof of credit shall be obtained and provided to the Travel Unit with your TEC.

When completing your TEC for reimbursement of airfare, enter only the amount for the portion of the flight taken. Do not request reimbursement for the portion that a credit is pending or has been issued.

7006 Commercial Car Rental

The commercial car rental companies with whom the state has contracted have agreed to honor the IBT card as an official state method of payment.

The IBT card may not be used to obtain the state contract rates for personal travel. US Bank is required to provide the Department with a report of all rental car expenses charged to the IBT card. Travelers who use the state contract rates for personal travel are subject to suspension or cancellation of their IBT card privilege.

All travelers should be booking car rentals through the State's mandated travel agency or in Concur.

7007 Accident and Baggage Insurance

Employees using the IBT card to pay for commercial airfare will be covered by US Bank's Business Travel Accident Insurance. This comprehensive 24-hour insurance starts the moment the trip begins and continues until termination of travel. In addition, US Bank provides Baggage Insurance to users of the IBT card. For details, see the US Bank Agreement on the DGS website.

7008 Invoices and Payments

Once a month, US Bank will bill employees for the charges on their card. When employees receive their monthly statement, the account balance is to be paid in full. Payments are to be made directly to US Bank. The billing cycle closing date is approximately the 26th of each month; billing statements should be received around the 2nd of the following month. To avoid delinquency status, US Bank should receive payment in full by the due date listed on the statement.

At 30 days' delinquency, US Bank will print a delinquency notice on the cardholder's monthly statement. This informs the cardholder that the account is delinquent, and that US Bank requests immediate payment.

At 60 days' delinquency, US Bank will print a delinquency notice similar to the 30-day notice on the cardholder's monthly statement. This notifies the cardholder that card privileges will be suspended and that future charges will not be accepted. The suspension will remain in effect until the entire delinquent balance is paid.

At 90 days' delinquency, US Bank will notify the cardholder that card privileges have been canceled. US Bank and the State of California reserve the right to cancel any cardholder at any time.

7009 Lost or Stolen Cards

It is the responsibility of the individual cardholder to report lost or stolen cards and request a replacement card. To report a lost or stolen card the employee shall notify US Bank immediately.

US Bank will not hold the employee liable for charges arising from unauthorized use after the card has been reported as lost or stolen. US Bank may waive charges of unauthorized use during the period prior to the notification on a case-by-case basis.

7010 Billing Disputes

If you are billed incorrectly, you should contact the 24-hour, toll-free US Bank Customer Service Center listed on the back of the card and request an inquiry for the disputed amount. Follow up in writing to the Customer Service Center all applicable information regarding the disputed amount. The letter should include Cardholder name, card account number, the date of transaction, the disputed dollar amount, reason for dispute, a photocopy of original charge receipt (if available), and a telephone number where you may be reached. All written correspondence regarding billing disputes shall be mailed to:

US BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 6335
FARGO, ND 58125

Under no circumstances should any written correspondence regarding billing disputes be submitted or mailed with the payment.

All written inquiries regarding a disputed billing will be answered in writing from US Bank.

7011 Card Maintenance

Questions or problems pertaining to use of the cards may be directed to the IBT card program administrator at (916) 823-7292. For name changes, address changes, embossing errors, etc., travelers shall contact US Bank direct at (800) 344-5696 for assistance.

When an employee with a IBT card is terminating employment with this Department or is transferring to another department, the employee shall contact the Travel Liaison in FSB and arrange to return the IBT card.

If an employee leaves state service unexpectedly, without following the normal separation procedures, supervisors shall contact the Travel Liaison in FSB, for immediate card cancellation.

Chapter 8 Travel Expense Claims

8000 General Information

Employees shall request reimbursement of travel expenses incurred by completing a Travel Expense Claim, using the CalATERS Global. Procedures related to completing and submitting claims for payment are explained in [“CalATERS Global Get Started & New User Registration Manual”](#).

TECs are to be completed and submitted at least once a month. Multiple trips within the same month can be combined on one claim, when there is no travel advance issued, however, in-state, out-of-state, out-of-country, and training should be on separate claims (see [Section 8002](#)).

For non-state employees, the CDFA employee acting as their travel arranger will obtain expenses and supporting documents from the non-state employees and then create and submit the claim on their behalf in CalATERS. The travel arranger must also have a CalATERS account. For the Travel Unit to easily identify any non-state employee claim in CalATERS, the report name of the claims must follow this naming convention: “NSE [travel dates] [trip purpose] [traveler last name, first name initial].” For example, “NSE Apr 28-May 1 COPAC Meeting Doe, J.

Currently the Travel Unit is accepting scanned copies of TEC's with all receipts and supporting documentation emailed to the Travelhelpdesk@cdfa.ca.gov as soon as claim is approved in CalATERS. Electronic, digital, or wet signatures are no longer needed on the scanned copy that is emailed to Travel Unit. All TEC's should be submitted **within ten (10) days** after the trip return date or service rendered, for timely reimbursement.

TECs totaling less than \$1.00 will not be paid. TECs totaling \$1.00 - \$10.00 may be deferred until the total amount exceeds \$10.00 or until June 30, whichever occurs first (CalHR 599.638b, 599.638.1b).

Itemized receipts/documents are to be scanned to the Travelhelpdesk@cdfa.ca.gov **and**:

- Must be legible.
- Include Transmittal Page with Summary and Details Pages from CalATERS.
- Include a copy of the travel itinerary from Concur booking for airfare, hotel and car rental.
- Include all other pertinent documents such as OFAM-100, approved STD 255C, approved STD 257, SO-82, Personal Vehicle Mileage Log.

8001 Claim Processing and Adjustment

TECs are processed on a first-come, first-serve basis. TECs lacking information or documentation, such as explanations, signatures, or receipts, will be returned to the employee for completion. It may take up to 4-6 weeks from the time the Travel Unit receives the original receipts to audit and process the claim for reimbursement and for SCO to issue a check or a direct deposit to the claimant.

TECs containing apparent errors or improper charges may be adjusted by the Travel Unit and/or the SCO. Travelers are informed of the adjustment through an automated e-mail from CalATERS Global. The traveler will need to log into CalATERS Global, open the claim, and the reason of changes will appear. If reduced or eliminated amounts are proper charges against the State, they may be resubmitted with necessary correction or explanation with the next TEC submitted or as a supplemental claim.

Travel Guide

Supplemental claims should reference the original claim in the report name, and in the Notes section of the claim, must include a short explanation.

TEC's submitted on behalf of another employee, must include name of the actual traveler in the report name following the naming convention example below.

Naming Convention for Report Name

CalATERS TEC's should follow the below naming convention for the report name. Please see examples below:

Travel Dates – Location - Purpose of Trip – or Trip Name

Ex: June 3, 2022, Temecula CA- Mileage

Ex: June 30-June 25, 2022, Fresno Sampling

Ex: June 30-June 25, 2022, San Diego, CA- TASC Meeting

Ex: June 30-June 25, 2022, Business Expense- Ice purchase

Ex: April 22, 2021, Redding, CA- Conference for SWAT

Ex: April 22, 2021, Modesto, CA- Training

Ex: June 3, 2022, Temecula CA-Mileage-Supplemental Claim #TEAxxxxxxx

Notes: Claiming additional mileage that was missed from last month's mileage report #TEAxxx

Ex: April 22, 2021, Modesto, CA- Field site visit done by John Doe.

Crossing Fiscal Years- Hard Stop

CalATERS system does not allow travel expense claims to include expense dates across different fiscal years, therefore an error will occur as "Hard Stop," and this will not allow a submitter to complete the claim.

Fiscal years run July 1 to June 30. (Ex: FY21 is 7/1/2021-6/30/22). TEC's that include trips across different fiscal years, must be submitted under two separate TEC's. Both TEC's must add to the naming convention "Crossing Fiscal Years" to identify that there will be two separate claims for the same trip.

Travel Unit provided instructions on CDFA's Portal under the "Business Travel" page with the necessary "Specialized Coding" step by step instructions, to submit these claims.

Instructions also can also be found by clicking on [Specialized Coding here](#).

8002 Separate Claim Policy

Separate TECs must also be filed for each of the following situations:

- ◆ June and July Months due to crossing fiscal years.
- ◆ In-State Travel
- ◆ Out-of-State Travel
- ◆ Out-of-Country Travel
- ◆ Training Expense
- ◆ Relocation Expense ([paper claim SO-27](#))
- ◆ Long-Term Assignment
- ◆ Overtime Meals

8003 Receipts

All receipts must be legible and itemized. Prepaid receipts are not acceptable. If purchase was prepaid, a receipt for the real charge amount is required. Receipts shall be arranged chronologically.

Acceptable receipts include:

1. Original, itemized, invoice on preprinted billhead.
2. Copy of canceled check, front and back.
3. Copy of bank statement.

In cases where receipts cannot be obtained or have been lost, a one-time exception may be allowed. A statement to that effect shall be made on the TEC and the reason given. In the absence of a satisfactory explanation, the amount involved shall not be allowed.

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Receipts are required for the following types of expenses:

Represented Employees

Type of Expense	Receipt(s) Required with TEC	Criteria
LODGING AND MEALS		
Lodging	Yes	Itemized hotel folio reflecting a \$0 balance.
Lodging, Third Party Vendor	Yes	Itemized receipt from the third-party vendor and the lodging establishment. See Section 3010 – Rules for Claiming Per Diem Reimbursement.
Meals, Business Related	Yes	See Section 3005 – Business-Related Meals.
Meals, In-State	No	
Meals, Out-of-Country	No	See Section 4007 – Out-of-Country Travel.
Meals, Out-of-State	No	
Meals, Overtime	No	
TRANSPORTATION		
Airfare, In-State	Yes	Attach airfare itinerary.
Airfare, Out-of-State	Yes	Attach airfare receipt or travel itinerary.
Rental Car	Yes	Attach final invoice received after returning the vehicle.
Parking and Road Tolls	Yes	When cost exceeds \$10.00.
Gas for Rental Car or State Vehicle	Yes	Itemized receipt indicating actual expenses incurred and indicated price per gallon. Prepaid receipt will not be reimbursed since it cannot verify the actual expense. Explanation of why the State vehicle's WEX Card was not used as payment must be provided.
Transportation Network Company (Ex: Uber, Lyft)	Yes	Itemized receipt indicating breakdown of amount paid, ride class, origin location, drop-off location, and purpose of trip. See Section 5004 – Transportation Services.
Shared Bicycle and Scooter	Yes	Itemized receipt indicating paid.
Taxis, Shuttles, Streetcar, and Local Rapid Transit	Yes	When cost exceeds \$10.00
Train and Bus Fares, In-State	Yes	When paid by an employee and cost exceeds \$24.99. If train is booked in Concur or via State's travel agency, attach travel itinerary.
Train and Bus Fares, Out-of-State	Yes	Attach train receipt or travel itinerary
OTHER EXPENSES		
Business Expenses	Yes	When over \$5.00 explanation required for all amounts claimed.
Conference and Meeting Fees	Yes	See Section 3007 – Conferences and Convention.
Exams, Professional License Fees, and Dues	Yes	See Section 6006 - Professional Exams, Licenses, and Dues.
Tuition and Training	Yes	See Section 6003 - Educational Assistance (Training Expenses).
Physical Exams	Yes	Itemized receipt or invoice indicating paid. For urinalysis reimbursement, receipt or invoice must state procedure was done.

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Non-Represented/Excluded Employees

Type of Expense	Receipt(s) Required with TEC	Criteria
LODGING AND MEALS		
Lodging (ALL types of lodging)	Yes	Itemized hotel folio reflecting a \$0 balance. See Section 3010 – Rules for Claiming Per Diem Reimbursement.
Meals, In-State	No	
Meals, Out-of-Country	No	See Section 4007 – Out-of-Country Travel.
Meals, Out-of-State	No	
TRANSPORTATION		
Airfare	Yes	If train is booked in Concur or via State’s travel agency, attach travel itinerary.
Rental Car	Yes	Attach final invoice received after returning the vehicle. If train is booked in Concur or via State’s travel agency, attach travel itinerary.
Gas for Rental Car	Yes	Itemized receipt indicating actual expenses incurred and indicated price per gallon. Prepaid receipt will not be reimbursed since it cannot verify the actual expense.
Transportation Network Company (ex: Uber, Lyft)	Yes	Itemized receipt indicating breakdown of amount paid, ride class, origin location, drop-off location, and purpose of trip. See Section 5004 – Transportation Services.
Shared Bicycle and Scooter	Yes	Itemized receipt indicating paid.
Parking, Road Tolls, Taxis, Shuttles, Streetcar, and Local Rapid Transit	Yes	When cost exceeds \$10.00
Train and Bus Fares, In-State	Yes	If train is booked in Concur or via State’s travel agency, attach travel itinerary.
Train and Bus Fares, Out-of-State	Yes	Attach train receipt or travel itinerary
OTHER EXPENSES		
Business Expenses	Yes	When over \$5.00 explanation required for all amounts claimed.
Conference and Meeting Fees	Yes	See Section 3007 – Conferences and Convention.

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8004 Per Diem Rates for Meals and Lodging Rates

The following per diem rates for meals and lodging rates shows maximum amounts at which meals per diem expense and lodging expense may be reimbursed. Out-of-state meals and incidentals will be reimbursed at in-state rates.

Short-term travel:

Employees may claim up to the short-term rate for trips of such duration that weekly and monthly lodging rates are not obtainable. The rate ceases after 30 consecutive days in one location or when long-term accommodations are obtained.

Meals and Incidental Per Diem Rates

The current per diem reimbursement rates for *All Bargaining Units, Represented and Excluded Employees* are as follows:

Effective October 1, 2024: Meal and Incidental Expense Total Daily Maximum Reimbursement for Actual Expense*	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Up to \$68	\$16	\$19	\$28	\$5	Up to \$51

Meal and Incidental Expense Category	Reimbursement Rate Through December 31, 2023, for Actual Expense	Effective January 1, 2024 Through September 30, 2024: Reimbursement Rate for Actual Expense*
Breakfast	Up to \$7	Up to \$13
Lunch	Up to \$11	Up to \$15
Dinner	Up to \$23	Up to \$26
Incidentals	Up to \$5	Up to \$5
Total Daily Maximum Allowance	Up to \$46	Up to \$59

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Short-Term Lodging In-State and Out-of-State Rates:

Effective October 1, 2024, the State's maximum reimbursement rates for receipted lodging align with the applicable standard and non-standard federal lodging rates, as follows:

When employees are required to conduct state business and obtain lodging, reimbursement will be for actual receipted lodging up to the below identified maximum plus applicable taxes and mandatory fees.

- For the 48 contiguous states (including California) and Washington, D.C. (CONUS):
 - Up to the applicable federal rate established by the [GSA](#) for the travel destination.
- For certain out-of-state travel (Alaska, Hawaii, U.S. Territories and Possessions):
 - Up to the applicable federal rate established by the [Department of Defense](#) for the travel destination.

The chart below reflects the GSA Fiscal Year 2025 (October 1, 2024 – September 30, 2025) lodging rates for California:

County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Alameda	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145
City limits of Santa Monica	\$273	\$273	\$273	\$273	\$273	\$273	\$273	\$273	\$273	\$273	\$273	\$273
Contra Costa	\$147	\$147	\$147	\$147	\$147	\$147	\$147	\$147	\$147	\$147	\$147	\$147
El Dorado	\$141	\$141	\$247	\$247	\$247	\$247	\$143	\$143	\$171	\$171	\$171	\$141
Fresno	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129
Humboldt	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$172	\$172	\$172	\$125
Inyo / NAWS China Lake	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142
Kern	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132
Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191
Madera	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135
Marin	\$153	\$153	\$153	\$153	\$153	\$153	\$153	\$153	\$175	\$175	\$175	\$175
Mariposa	\$181	\$181	\$181	\$203	\$203	\$203	\$203	\$181	\$181	\$181	\$181	\$181
Mendocino	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129
Mono	\$139	\$139	\$195	\$195	\$195	\$195	\$139	\$139	\$139	\$139	\$139	\$139
Monterey	\$191	\$191	\$191	\$191	\$199	\$199	\$199	\$199	\$199	\$279	\$279	\$191
Napa	\$246	\$246	\$172	\$172	\$246	\$246	\$246	\$246	\$246	\$246	\$246	\$246
Nevada	\$142	\$142	\$169	\$169	\$169	\$146	\$146	\$146	\$173	\$173	\$173	\$142
Placer	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131
Riverside	\$186	\$186	\$186	\$186	\$186	\$186	\$186	\$141	\$141	\$141	\$141	\$141
Sacramento	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
San Bernardino	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124
San Diego	\$199	\$199	\$199	\$199	\$199	\$199	\$199	\$199	\$237	\$237	\$199	\$199
San Francisco	\$272	\$272	\$272	\$259	\$259	\$259	\$259	\$259	\$259	\$259	\$259	\$272
San Joaquin	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132
San Luis Obispo	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$203	\$203	\$163	\$163
San Mateo	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183
Santa Barbara	\$205	\$205	\$205	\$205	\$205	\$205	\$205	\$205	\$205	\$262	\$262	\$205
Santa Clara	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$192
Santa Cruz	\$139	\$139	\$139	\$139	\$139	\$139	\$139	\$139	\$176	\$176	\$176	\$139
Sonoma	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157
Tulare	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131
Yolo	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142

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The chart below reflects the previous lodging reimbursement rates for all employees on short-term in-state assignments.

Maximum Lodging Reimbursement Rates per Night		
County	**Maximum Lodging Reimbursement Rate Through December 31, 2023	Maximum Lodging Reimbursement Rate Effective January 1, 2024 Through September 30, 2024
All counties except those listed below	\$90	\$107
Alameda	\$140	\$189
City of Santa Monica	\$150	\$270
Los Angeles	\$120	\$169
Marin	\$110	\$166
Monterey	\$125	\$184
Napa	\$95	\$195
Orange	\$120	\$169
Riverside	\$95	\$142
Sacramento	\$95	\$145
San Diego	\$125	\$194
San Francisco	\$250	\$270
San Mateo	\$140	\$222
Santa Clara	\$140	\$245
Ventura & Edwards AFB, excluding the city of Santa Monica	\$120	\$169

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Long-Term Assignment and Lodging Rates

State employees on assignments of more than 30 days in a single location and over 50 miles away from home or headquarters, may be considered on long-term assignment and long-term travel rates such as lodging rates and subsistence per diem rates may apply, depending on the expected term of the assignment. The long-term travel rates must be allowed when employment assignment is expected to last more than one year. The long-term reimbursements are **reportable and taxable income** under Federal, State, and FICA (i.e., Social Security and Medicare) tax law.

Upon the decision of program director or an employee's supervisor/manager, an employee on a long-term assignment is required to complete and submit a "Long-Term Assignment Information and Certification of Subsistence Rates" form [STD 653](#). The form must be completed by employee and their program manager or supervisor, and a copy shall be sent to Financial Services Branch/Travel Unit.

Effective October 1, 2024, the State is adopting the federal standard M&IE reimbursement rates for long-term meals, and receipted lodging shall be reimbursed up to the maximum federal standard and non-standard reimbursement rates.

Actual expenses for long-term meals, incidentals, and receipted lodging will be reimbursed up to the maximum rates provided on page 54 for short-term travel.

Out-of-Country Travel

Lodging, Meals, and Incidentals

Reimbursement of lodging, meals and incidentals for Out-of-Country travel will be in accordance with the [U.S. Department of State](#) Maximum Travel Per Diem Allowance for Foreign Areas. Please refer to Chapter 4, [Section 4007](#), "Reimbursement of Expenses," to request the appropriate per diem rate.

8005 Taxable and Reportable Listing

Reimbursement	Travel Page	Fed Tax	Social Medicare	State Tax	* State Insurance Tax
Overtime meals	10	x	x	x	x
Meals/Incidentals Less 24 Hrs	18	x	x	x	x
Call Back Mileage	33	x	x	x	x
**Education/Training	37	x	x	x	x
Relocation	38	x	x	x	x
LongTerm Travel	56	x	x	x	x
Bicycle	41	x	x	x	x
Per diem within 50 Miles of Home or HQ	8	x	x	x	x
*Only Civil Service (SEIU) Rank and File employees are subject to SDI.					
**Education/Training that is not job required is subject to taxable income.					

Travel Guide

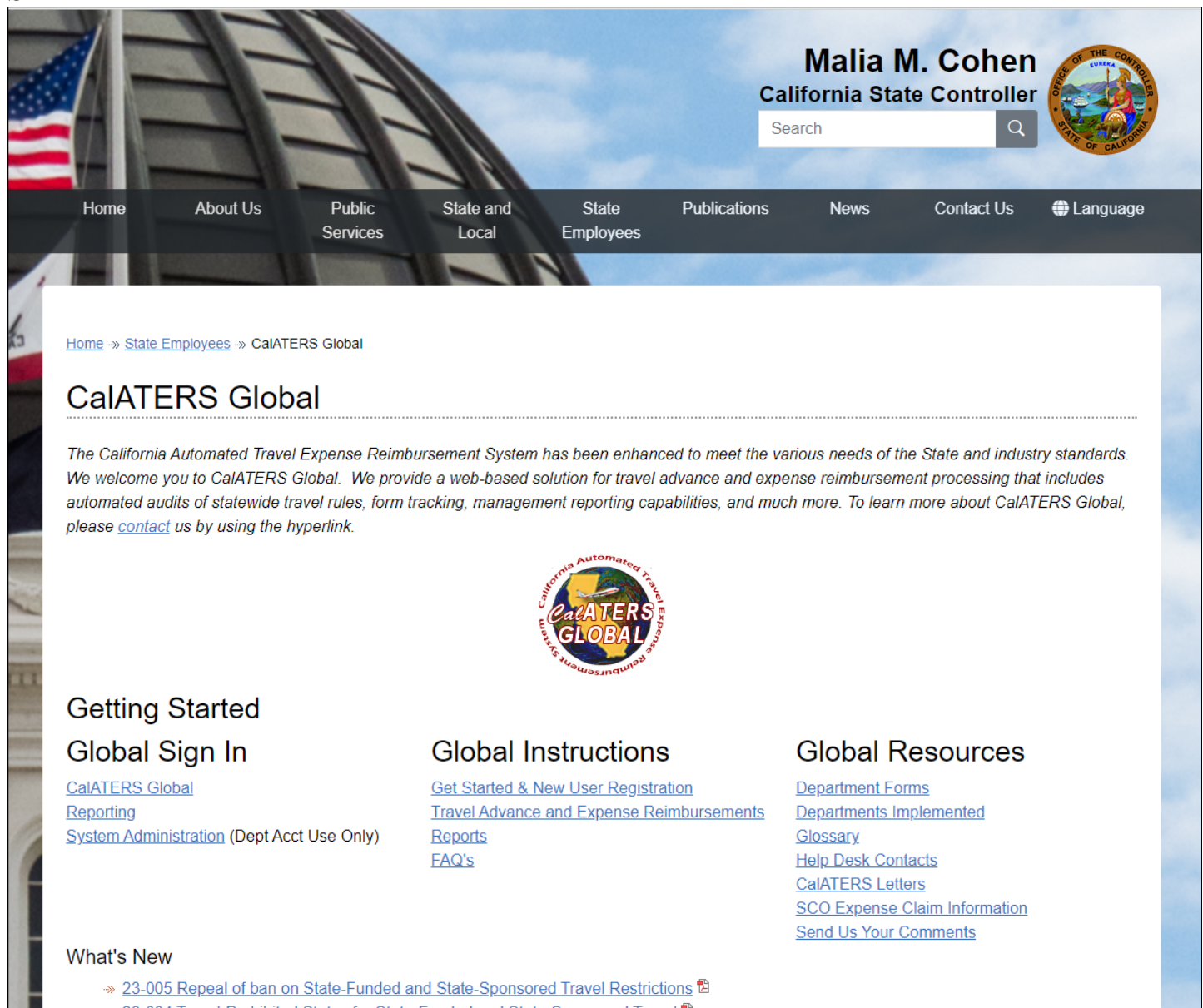
8006 CalATERS TEC Completion

Instructions to complete Travel Expense Claim (TEC) in CalATERS:

Go to the CalATERS website at http://www.sco.ca.gov/calaters_global.html


Under Global Sign in, click CalATERS Global


STEP 1



The screenshot shows the official website of the California State Controller, Malia M. Cohen. The header includes the controller's name and title, a search bar, and the state seal. A navigation menu lists various services. The main content area is titled "CalATERS Global" and provides an overview of the system. It includes a "Getting Started" section with links for "Global Sign In" (CalATERS Global, Reporting, System Administration), "Global Instructions" (Get Started & New User Registration, Travel Advance and Expense Reimbursements, Reports, FAQ's), and "Global Resources" (Department Forms, Departments Implemented, Glossary, Help Desk Contacts, CalATERS Letters, SCO Expense Claim Information, Send Us Your Comments). A "What's New" section at the bottom lists recent updates, including the repeal of travel restrictions.

Malia M. Cohen
California State Controller


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[Home](#) » [State Employees](#) » CalATERS Global

CalATERS Global

The California Automated Travel Expense Reimbursement System has been enhanced to meet the various needs of the State and industry standards. We welcome you to CalATERS Global. We provide a web-based solution for travel advance and expense reimbursement processing that includes automated audits of statewide travel rules, form tracking, management reporting capabilities, and much more. To learn more about CalATERS Global, please [contact](#) us by using the hyperlink.



Getting Started

Global Sign In

[CalATERS Global](#)
[Reporting](#)
[System Administration](#) (Dept Acct Use Only)



Global Instructions

[Get Started & New User Registration](#)
[Travel Advance and Expense Reimbursements](#)
[Reports](#)
[FAQ's](#)

Global Resources

[Department Forms](#)
[Departments Implemented](#)
[Glossary](#)
[Help Desk Contacts](#)
[CalATERS Letters](#)
[SCO Expense Claim Information](#)
[Send Us Your Comments](#)

What's New

» [23-005 Repeal of ban on State-Funded and State-Sponsored Travel Restrictions](#) 
» [22-004 Travel Prohibited States for State-Funded and State-Sponsored Travel](#) 

Travel Guide

STEP 2

Enter the User ID and Password, and then click “Logon.”



The image shows a web browser window titled "CalATERS Global". On the left is a circular logo with a globe and the text "CalATERS GLOBAL" and "California Automated Travel Expense Reimbursement System". To the right of the logo, the text "CalATERS Global" is displayed. Below this, a message says "Please enter your logon information below and click the Logon button to begin." There are two input fields: "User ID:" and "Password:". Below the password field, there is a link "New user? [New User Registration](#)" and another link "Having trouble logging in? [Click here for assistance](#)". At the bottom left, there is a checkbox labeled "Work Offline". At the bottom right, there are two buttons: "Logon" and "Exit". A blue arrow points to the "Logon" button.

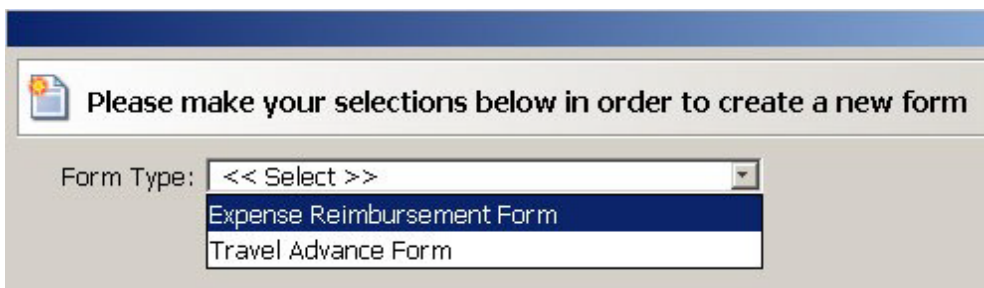
STEP 3

Click the “NEW” icon to begin the Expense Reimbursement form.



The image shows a menu bar with "File", "Edit", "View", "Sort", and "Help". Below the menu bar is a row of icons: "New" (a document with a star), "Open" (a folder), "Print" (a printer), "Status" (a document with a magnifying glass), "Profile" (a person icon), "Help" (a question mark), and "Sign Out" (a document with a red X). A blue arrow points to the "New" icon.

Select “Expense Reimbursement Form”



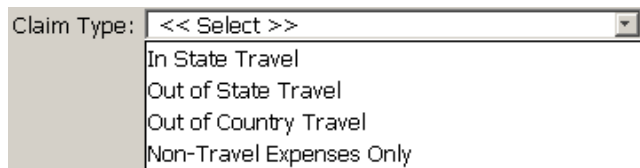
The image shows a dialog box with a blue header bar. Below the header bar is a message "Please make your selections below in order to create a new form". There is a "Form Type:" label followed by a dropdown menu. The dropdown menu is open, showing two options: "Expense Reimbursement Form" and "Travel Advance Form".

Travel Guide

STEP 4

Click the down arrow button and select the appropriate Claim Type

- For travel outside of California including bordering states (Oregon, Nevada, or Arizona): select **Out of State Travel**.
- For travel outside of the United States including Hawaii and Alaska: select **Out of Country Travel**.



Claim Type: << Select >>

- In State Travel
- Out of State Travel
- Out of Country Travel
- Non-Travel Expenses Only

Click down arrow and select the appropriate Trip type.



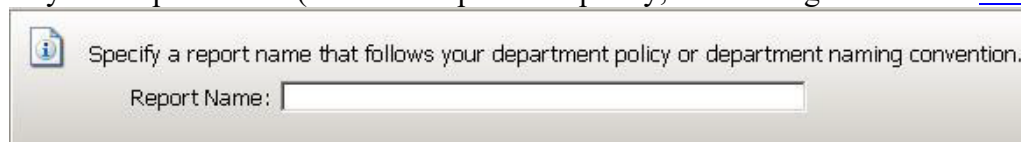
Trip Type: << Select >>

- Regular Travel
- State Sponsored Conference/Convention
- Non-Travel Expenses
- Non-State Sponsored Conference/Convention

Click OK

STEP 5

Key the Report Name (based on department policy, see naming convention [Section 8001](#)), and then click OK.



Specify a report name that follows your department policy or department naming convention.

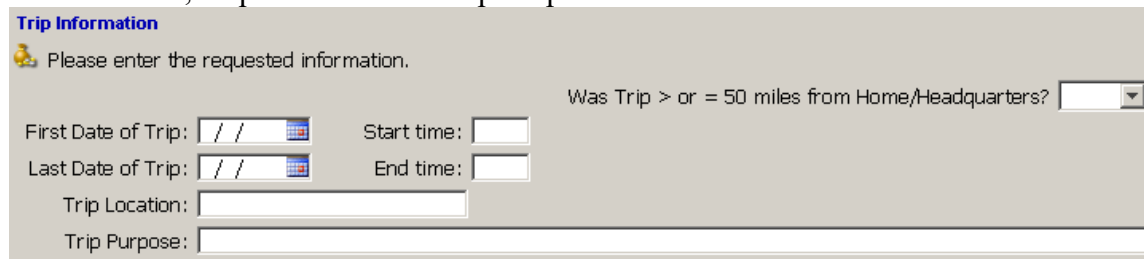
Report Name:

STEP 6

Complete trip information as requested.

This example is based on Claim Type-In State Travel and Trip Type-Regular Travel.

Enter the First Date of Trip, Last Date of Trip (or click the calendar icon to select the date from the calendar), start/end time, Trip Location and Trip Purpose.



Trip Information

Please enter the requested information.

Was Trip > or = 50 miles from Home/Headquarters?

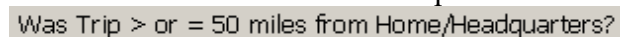
First Date of Trip: / / Start time:

Last Date of Trip: / / End time:

Trip Location:

Trip Purpose:

Click the down arrow to answer question:



Was Trip > or = 50 miles from Home/Headquarters?

Make sure this is always checked either Yes or NO. If this question is no, and during the audit the box is overlooked, you the traveler will be taxed at a high rate of 40% or more by State Controllers and this will reduce your take home pay.

No Entry Required

Click either the “NEXT” icon or click on the “2. Expenses” tab to proceed.

Click the down arrow to enter type of expense (lodging, meals, transportation).

Click the down arrow to enter type of expense (lodging, meals, transportation).

Travel Guide

For Lodging effective on or before September 30, 2024

The screenshot shows the '2. Expenses' tab in the software. The 'Expenses' list on the left includes 'Lodging', 'Lodging, Short-Term Rental', 'Commute Program', 'Dues/Fees/Allowances', 'Education/Training', 'Incidentals', 'Meals', 'Mileage', 'Misc. Expenses', 'Parking', 'Phone/Communications', and 'Transportation'. The 'Lodging' item is highlighted with a purple arrow. A callout box on the right states: 'Use “Lodging” for commercial lodging establishments such as a hotel, motel, or bed and breakfast inn. Always itemized lodging expenses by day.'

Expenses	Mon Mar 4	Tue Mar 5	Wed Mar 6	Totals
Lodging				0.00
Lodging, Short-Term Rental				0.00
Commute Program				0.00
Dues/Fees/Allowances				0.00
Education/Training				0.00
Incidentals				0.00
Lodging				0.00
Meals				0.00
Mileage				0.00
Misc. Expenses				0.00
Parking				0.00
Phone/Communications				0.00
Transportation				0.00

For Lodging effective on or after October 1, 2024

The screenshot shows the '2. Expenses' tab in the software. The 'Expenses' list on the left includes 'LODGING, EFFECTIVE 10/1/2024', 'MEALS/INCIDENTALS, EFFECTIVE 10/1/2024', 'Lodging, Short-Term Rental', and 'Commute Program'. The 'LODGING, EFFECTIVE 10/1/2024' item is highlighted with a purple arrow. A callout box on the right states: 'Use “LODGING, EFFECTIVE 10/1/2024” for commercial lodging establishments such as a hotel, motel, or bed and breakfast inn for in-state, out-of-state, and out-of-country travel. Out-of-state and out-of-country travel no longer have their own expense types. Always itemize lodging expenses by day.'

Expenses	Wed Oct 2	Thu Oct 3	Fri Oct 4
LODGING, EFFECTIVE 10/1/2024			
MEALS/INCIDENTALS, EFFECTIVE 10/1/2024			
Lodging, Short-Term Rental			
Commute Program			

Travel Guide

For Meals effective on or before September 30, 2024

NICOLE L Wilkerson [In State Regular: meeting]

File Edit View Help

Back Next Save Print Notes Adjustments Info List Help Save and Close

1. General 2. Expenses 3. Completion

Expenses	Fri Apr 3	Sat Apr 4	Sun Apr 5	Mon Apr 6	Totals
Breakfast					0.00
Airfare - Commercial					0.00
Auto/Car Rental					0.00
Lodging, Short-Term Rental					0.00
Commute Program					0.00
Dues/Fees/Allowances					0.00
Education/Training					0.00
Incidentals					0.00
Lodging					0.00
Meals					0.00
Mileage					0.00
Misc. Expenses					0.00
Parking					0.00
Phone/Communications					0.00
Transportation					0.00

Expense: Auto/Car
Date: 04/03/15
Amount:

Payment Type: << Select >>
Contracted Provider:

UCM Object Code:

Always use the regular meal types; breakfast, dinner, lunch. DO NOT USE "BUSINESS - MEAL"

For Meals and Incidentals effective on or after October 1, 2024

Back Next Save Print Notes Adjustments Info List Help Save

1. General 2. Expenses 3. Completion

Expenses	Wed Oct 2	Thu Oct 3	Fri Oct 4	Totals
LODGING, EFFECTIVE 10/1/2024				
MEALS/INCIDENTALS, EFFECTIVE 10/1/2024				
Lodging, Short-Term Rental				
Commute Program				

Use "MEALS/INCIDENTALS, EFFECTIVE 10/1/2024" for meals in-state, out-of-state, and out-of-country travel. Breakfast, lunch, dinner, and incidentals are now combined and out-of-state and out-of-country travel no longer have their own expense types.

Travel Guide

For Transportation (airfare)

The screenshot shows the 'Airfare - Commercial' entry screen. The 'Expenses' table has columns for dates from Friday, April 3 to Monday, April 6. The 'Totals' column shows 0.00 for all categories. The 'Expense' dropdown is set to 'Airfare - Commercial'. The 'Date' is 04/03/15 (Friday). The 'Amount' is 0.00. The 'Payment Type' is '<< Select >>'. The 'Contracted Provider' is empty. The 'UCM Object Code' is empty. A text box on the right states: 'Airfare charges must always be entered on TEC and use "Dept. Paid" as payment type. If missing, claim will be returned to the employee to enter.'

Expenses	Fri Apr 3	Sat Apr 4	Sun Apr 5	Mon Apr 6	Totals
Lodging					0.00
Breakfast					0.00
Airfare - Commercial					0.00
					0.00

Expense: Airfare - Commercial
Date: 04/03/15 Friday
Amount: 0.00
Ticket #:
Payment Type: << Select >>
Contracted Provider:
UCM Object Code:

Airfare charges must always be entered on TEC and use "Dept. Paid" as payment type. If missing, claim will be returned to the employee to enter.

****Airfare – Commercial and Auto/Car Rental are always paid by the Department. This information must be entered on all Travel Expense Claims so the Travel Unit can keep track of how much is spent by the Department on transportation.**

For Transportation (car rental)

The screenshot shows the 'Auto/Car Rental' entry screen. The 'Expenses' table has columns for dates from Friday, April 3 to Monday, April 6. The 'Totals' column shows 0.00 for all categories. The 'Expense' dropdown is set to 'Auto/Car Rental'. The 'Date' is 04/03/15 (Friday). The 'Amount' is 0.00. The 'Payment Type' is '<< Select >>'. The 'Contracted Provider' is empty. The 'Location' is empty. The 'Rental agreement number' is empty. The 'UCM Object Code' is empty. A text box on the right states: 'Car rental must always be entered. The Travel Unit keeps track of both airfare and car rental charges monthly for audit purposes.'

Expenses	Fri Apr 3	Sat Apr 4	Sun Apr 5	Mon Apr 6	Totals
Breakfast					0.00
Airfare - Commercial					0.00
Auto/Car Rental					0.00
					0.00

Expense: Auto/Car Rental
Date: 04/03/15 Friday
Amount: 0.00
Payment Type: << Select >>
Contracted Provider:
Location:
Rental agreement number:
UCM Object Code:

Car rental must always be entered. The Travel Unit keeps track of both airfare and car rental charges monthly for audit purposes.

Travel Guide

STEP 9

Enter the required information (based on the expense selected).

Ex.1: Meals and Incidentals

Expense:	MEALS/INCIDENTALS, EFFECTIVE 10/1/2024	Payment Type:	<< Select >>
Date:	10/02/24 Wednesday		Corporate Card
Amount:	42.58		Cash

Ex. 2: Lodging

Expense:	Lodging	Payment Type:	<< Select >>
Date:	01/02/12 Monday	Hotel:	
Amount:	0.00		
Room Amount:	0.00		
Tax Amount:	0.00		
Receipt Included:	Yes		

When entering lodging information, separate charges accordingly.

Room Amount = room rate per night only

Tax Amount = taxes and fees only

DO NOT include parking, internet, or other purchases with either your room or tax amount. Report the purchases as separate expenses in the claim.

Travel Guide

STEP 10

After all expenses have been entered, click “Next” or the “3. Completion” tab to proceed.

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
02/13/12	TAF000000278	320.00	320.00	320.00

Review the Receipts, Review Items and Travel Advance Recovery tabs (if applicable). Review Summary then click the Submission tab.

STEP 11

The Submission tab displays your approver. If necessary, use **Change Approver** to select a different approver for this form, **Add Approver** to add an additional approver, or **Send Copy** (based on department policy).

I hereby certify that this request represents a true statement of the travel expenses incurred by me in accordance with the Department of Personnel Administration Rules and Regulations in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750 through 0754 pertaining to vehicle usage.

Enter CalATERS login password and click “Submit.”

Travel Guide

STEP 12

Select print options and “Print Preview.” Transmittal page will display.

CalATERS-Global Transmittal Page				
TEA000000512				
				
SUBMIT RECEIPTS TO	SUMMARY INFORMATION			
SCO DEPARTMENTAL ACCOUNTING	Name Edward Cullen			
PO BOX 942850	Expense Dates 01/02/12-01/04/12			
SACRAMENTO CA 94250-0001	Total Expenses 608.53 USD			
	Advance Scheduled Amount 320.00 USD			
	Payroll deduction 265.47			
	Form ID TEA000000512			
	Approver Professor Pham			
DIRECTIONS FOR SUBMISSION				
Mail the original receipts, and other appropriate documentation with this page. Unless your manager has directed otherwise, place this transmittal and receipts into an envelope and address exactly as shown above.				
REQUIRED RECEIPTS				
Rec. #	Date	Receipt Item	Amount	If not submitted - Explain
1)	01/02/12	Lodging	91.51 USD	
2)	01/02/12	Auto/Car Rental	75.00 USD	
3)	01/03/12	Lodging	90.51 USD	
4)	01/04/12	Lodging	90.51 USD	

Click “Print” and then click “Done.”

Attach receipts to Transmittal Sheet and forward to approver for review and signature (based on Department policy). A copy of the entire claim with all documents/receipts must be scanned to the travel help desk at Travelhelpdesk@cdfa.ca.gov in PDF Format in one packet. Approver signatures are no longer required on the claim, but the claim must be approved in CalATERS.

8007 Board Member/Non-State Employee (NSE) Claims

Introduction

Board Members and Non-State Employees (NSE) are individuals appointed to serve on boards or commissions established by law or as needed for business services determined by each program. Members are appointed by the Governor, Legislature or Department Head. Each program must have a designated travel arranger to make reservations for their board members and NSE as needed.

New Board Members, NSE Set-up

Whenever a program has a new board member or a non-state employee that they need to file an expense claim for, the [CalATERS Authorization Form](#) needs to be completed, scanned, and emailed to the help desk. Once the CalATERS account is established, an expense claim or a travel advance request may be submitted.

Travel Guide

In addition, the travel arranger will need to submit the following forms to Travelhelpdesk@cdfa.ca.gov for each NSE. For NSE classification definitions, refer to [Section 3009](#).

- **Oath of Office (STD 688):** for statutory board members.
- **Oath of Allegiance (STD 689):** for non-statutory board members, non-salaried consultants, and volunteers.
 - If the NSE is a volunteer, a justification memo explaining the need for the volunteerism is required with the travel expense claim and must be signed by the same CDFA supervisor or manager approving the claim.
- **Establishment of Headquarters for Travel Expense Reimbursement (SO-24):** required for all submitting a travel expense claim.
- **Authorization to Use Privately Owned Vehicles on State Business (STD 261):** only required if they are using their personal vehicle to conduct state business.

Travel arrangers are also responsible for informing the Financial Services Branch when the term expires for board members or when a non-state employee is no longer associated with CDFA, by emailing Travelhelpdesk@cdfa.ca.gov.

Making Travel Reservations

Travel reservations, except for lodging, may be made in Concur in order to utilize the “Department Paid” option to pay for travel expenses and to reduce the out-of-pocket expenses board members and NSE will incur. For lodging reservations, travel arrangers must speak with a travel agent at the State’s travel agency by contacting (916) 376-3989. **The “Book for a guest” feature in Concur cannot be used to make VCN hotel reservations.** Contact the travel help desk if assistance is needed to book the airfare or rental car reservation for a guest. The same travel rules must be followed as for regular state employees in making reservations and/or requesting approvals.

For example, lodging may be booked at the same rates for board members and NSE as for state employees. In instances where lodging cannot be secured at the maximum allowed state rates for the county the lodging establishment is located in, an Excess Lodging Rate Request/Approval form, [STD 255C](#) must be submitted to Melissa Johnson for approval, at least 10 days prior to trip start date. See [Section 3008](#) for additional information.

Expense Reimbursement

Board Members and NSEs are to abide by the rules and regulations governed by travel policies and procedures in the same manner as for state employees. Reimbursement rates are applicable to board members and NSE as specified in the prior chapters of this Travel Guide and the same as to state employees. Please refer to prior chapters for policies on travel advances, claims and approvals necessary for out of state or out of country travel.

Additional documentation and justifications needed for state employees is also required for claims for board members and non-state employees, or as requested by the Financial Services Branch/Travel Unit.

Board members and non-state employees’ travel claims can be submitted in CalATERS, in the same manner as for state employees. The paper travel expense claim (SO-27) is no longer needed, when submitting expenses in CalATERS.