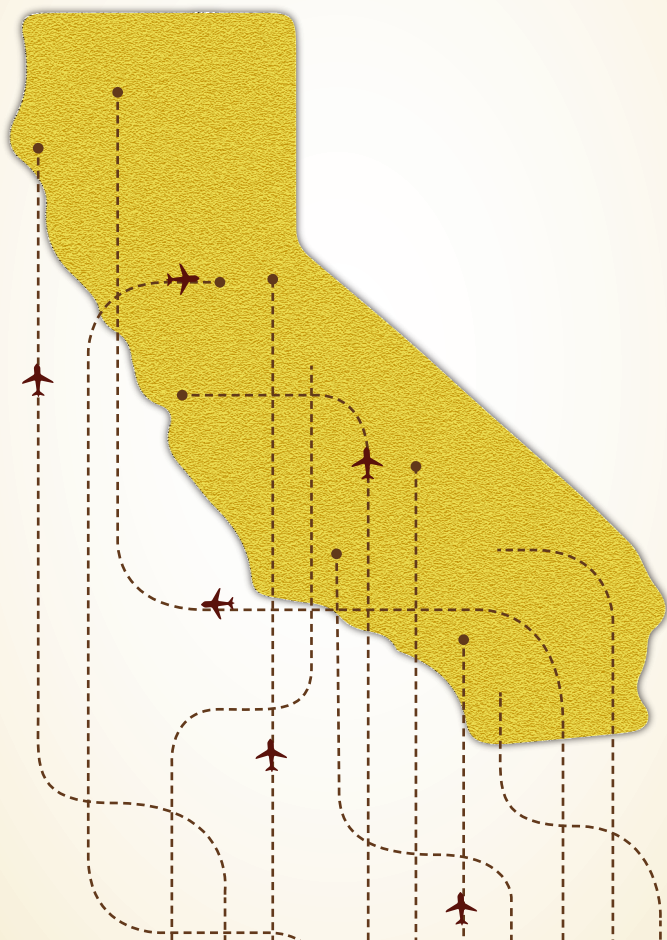
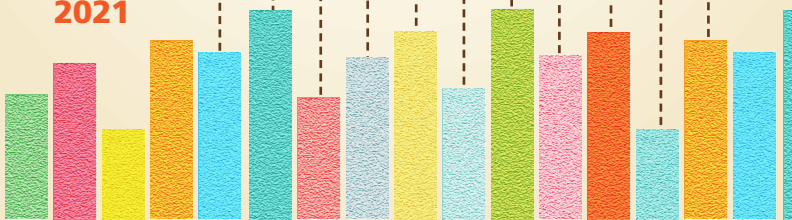


POCKET TRAVEL GUIDE

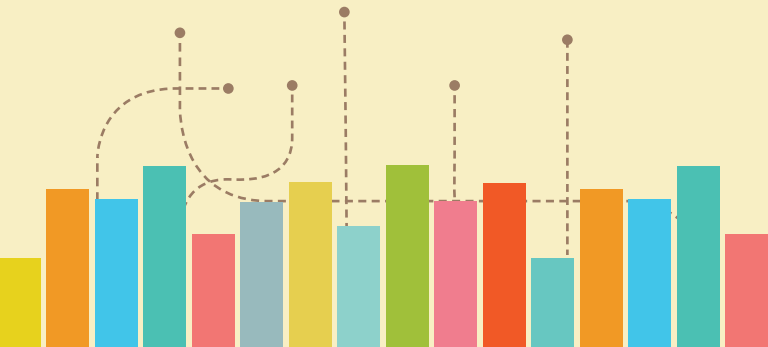


**MAY
2021**



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INTRODUCTION

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

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

IN-STATE REIMBURSEMENT RATES

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

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

BU 1–21, Exempt and Excluded	
Lodging Reimbursement	Up to the Maximum Rate
Statewide (except for those listed below)	\$90 room rate + taxes/resort fees
Napa, Riverside, Sacramento counties	\$95 room rate + taxes/resort fees
Marin County	\$110 room rate + taxes/resort fees
Los Angeles, Orange, and Ventura counties, and Edwards AFB, excluding the city of Santa Monica	\$120 room rate + taxes/resort fees
Monterey, San Diego counties	\$125 room rate + taxes/resort fees
Alameda, San Mateo, and Santa Clara counties	\$140 room rate + taxes/resort fees
Santa Monica	\$150 room rate + taxes/resort fees
San Francisco County	\$250 room rate + taxes/resort fees

***Note:** Lodging facilities include commercial hotels and motels, as well as residential property short-term rentals (fewer than 30 days). All rates for reimbursement are limited to state-contracted lodging rates.*

MODE OF TRANSPORTATION

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

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

Type of transportation used must be indicated on the expense claim in column "B" under the "Transportation" heading using one of the codes defined in the form instructions (e.g., "PC" for private car). Number of miles traveled using a state or personal vehicle is necessary to support travel status requirements. Private vehicle expenses require the license plate number.

AUTOMOBILE TRAVEL Taxi Service

Taxis should be used for trips within, but not more than, a 10- to 15-mile radius. Receipts are required for taxi expenses of more than \$10. **Tips are reimbursable up to \$2 or 20%, whichever is greater.**

Uber and Lyft

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

State Vehicle

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

Private Vehicle

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

IRS mileage reimbursement rates:

57.5 cents: 1/1/2020–12/31/2020

56 cents: 1/1/2021–current

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

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

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

Rental Car

All reservations must be made on the Concur **CalTravelStore**. SMEs, witnesses, and nonemployees must have a state department memo stating the purpose of their travel and a second form of identification (state-issued ID qualifies as a second form of identification).

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

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

Enterprise Short-Term Rental Cost Table Effective through February 29, 2024		
Vehicle Class Type	Daily	Weekly
Compact	\$37.75	\$158.55
Midsize/ intermediate	\$37.75	\$158.55

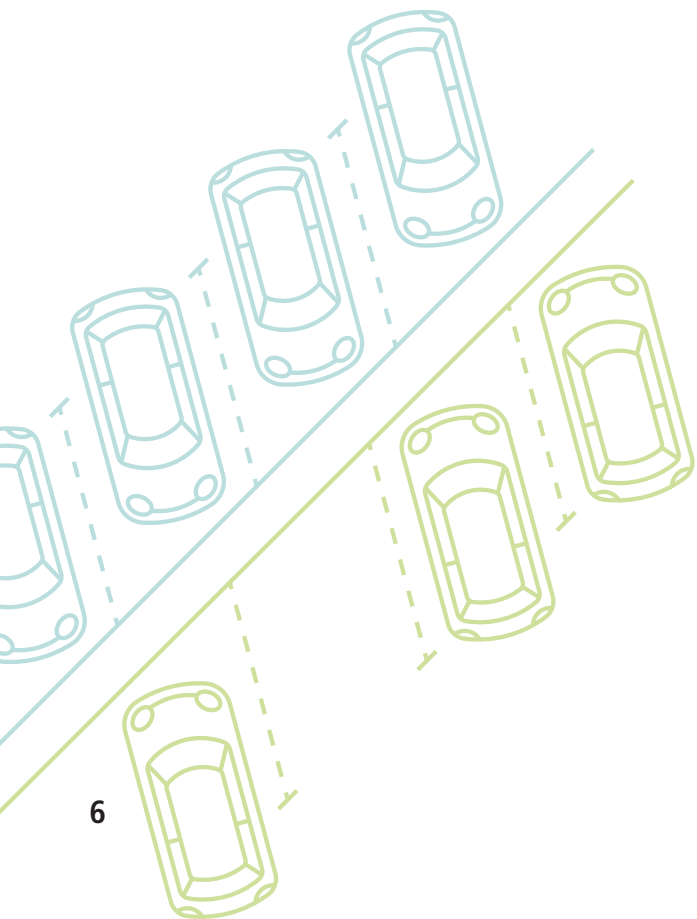
The rates reflect the maximum allowed under the state contract.

Gas

State travelers renting vehicles on a daily basis are not required to refuel gas tanks prior to returning the vehicle to the vendor. For gas refueling reimbursement, an itemized receipt is required. A prepaid receipt is not acceptable. The receipt must show the date of purchase, method of payment and expense breakdown, number of gallons, price per gallon, and extended total purchased amount.

PARKING

Parking in excess of \$10 requires a receipt; without receipt, airport-parking reimbursement is capped at \$10. Airport parking should be in the best interest of the state. Therefore, employees parking at the airport must use the most economical parking available, such as the economy parking lot, unless justified for other reason. Valet, short-term, and hourly parking are prohibited when economy parking lot is available.



AIRLINE TRAVEL

Contract Airlines

Contract rates are effective July 1, 2020, through June 30, 2023.

Alaska Airlines, Delta, JetBlue, Southwest, and Virgin America (YCAL) offer airfares for official state business. Visit the [Airfare Resources for State Travel](#) under the “Resources” tab on the [Statewide Travel Program](#) page on the Department of General Services website for a summary of the airfare contract and publications.

TRAVEL AGENCY

Beginning November 1, 2014, all DCA employees are mandated to book all state-related travel on Concur CalTravelStore. Reservations include air, rental car, train, and hotel. All reservations must be booked on Concur. (See State Travel Booking Through CalTravelStore on Concur Travel, [Travel Bulletin #14-03](#).)

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

Contact CalTravelStore on their website at www.caltravelstore.com or call (877) 454-8785 for reservation changes.

TRAVEL STATUS

ONE-DAY TRAVEL

Fewer than 24 hours and more than 100 miles round trip.

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

*** Meals of board appointees:**

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

24 HOURS OF TRAVEL OR MORE

Starts Trip on OR Before	Returns from Trip on OR After	Entitled To
6 a.m.	8 a.m.	Breakfast
11 a.m.	2 p.m.	Lunch
5 p.m.	7 p.m.	Dinner

INCIDENTALS, EXPENSES, RECEIPTS, AND TRAVEL ADVANCES

INCIDENTALS

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

EXPENSES

Training/Conference Expenses

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

Business Expenses

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

RECEIPTS

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

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

Third-party vendor receipts are not acceptable. (See [PML 2005-021](#).)

Meals and Incidentals

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

Excess Lodging

Lodging rate in excess of the state maximum rate requires approval on [Excess Lodging Rate Request/Approval form \(Std. 255C\)](#) prior to the first date of the trip. The form can be located on the DCA intranet under the "DCA Travel Information" link.

TRAVEL ADVANCES

Travel advances must be cleared with the submission of a TEC within 10 days from conclusion of trip (SAM section 8100). If your Citibank Government Travel Card is lost or stolen you must call (800) 248-4553 to file a report and contact the Business Services Office. Another option is to contact the Statewide Travel Program to report lost or stolen cards at (916) 376-3992. All accounts must be kept current. Purchases are restricted to state travel only.

OVERTIME MEALS

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

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

BUs 2, 7, 9, 10, 12, 19, and 21 require the employee to work two consecutive hours prior to, or two consecutive hours after the normal work day of eight hours or more, not including the meal breaks.

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

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

FILING REQUIREMENTS

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

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

Non-TECs can consist of multiple days and months, up to a full fiscal year.

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



RESOURCES

DCA Intranet

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

Short-Term Vehicle Justification form

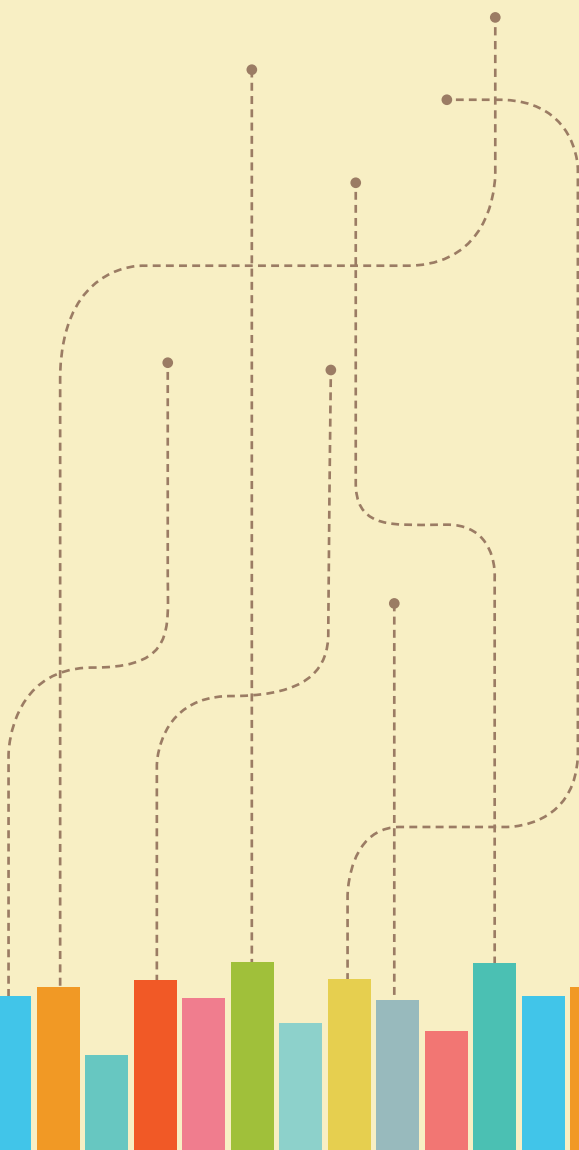
www.documents.dgs.ca.gov/ofa/travel/SCO_VehicleJustificationForm.pdf

CalATERS Global website

https://sco.ca.gov/calaters_global.html

Travel Expense Claim (Std. 262 A)

<https://inside.dca.ca.gov/documents/std262a.pdf>





Office of Administrative Services
Accounts Payable Travel Unit



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