

CALIFORNIA BUILDING STANDARDS COMMISSION
TRAVEL EXPENSE CLAIMS PROCEDURES FOR CAC MEMBERS

The California Building Standards Commission has automated the travel expense claim process to ensure that all claims are processed quickly and efficiently. This automation also serves as a tracking system for all the claims in process. Please read the travel expense claim procedures below. If you have any questions, comments, or concerns, please contact Kristi Gretler

-  All CAC Members will receive a travel expense packet at the beginning of each Committee Meeting. All new CAC Members will need to complete a Payee Data Record Form, in order to process your travel expense payment.
-  Each CAC Member will fill out the appropriate information on the Travel Expense Tracking Sheet and return to Kristi Gretler along with any receipts needed to complete the Travel Expense Claim. Acceptable reimbursement charges are noted on the Travel Expense Claim “cheat sheet”. Completed Travel Expense Claim forms will be emailed to the CAC Member for review.
-  Upon review of the Travel Expense Claim form, please sign, date, and mail the original to California Building Standards Commission, Attn: Kristi Gretler 2525 Natomas Park Drive, Suite 130, Sacramento, CA. 95833.
-  Claim forms will be forwarded to the Department of General Services for payment.
-  Payments will be verified for accuracy and then forwarded to the appropriate CAC Member.

**CODE ADVISORY COMMITTEE
TRAVEL EXPENSE TRACKING SHEET**

NAME: _____

MAILING ADDRESS: _____

Please complete the following:

1. Date you left home: _____ Time: _____
2. Date you returned home: _____ Time: _____
3. Purpose of trip: Commission Meeting Code Advisory Meeting
 Other Commission Activity: _____
4. Method of travel (please check all that apply)
 Air Private Car Car License Plate #: _____
 Rental Car Amtrak \$ _____ Shuttle/Taxi \$ _____
 No. of Miles: _____ (include miles to and from airport if flying)
5. Parking (local): \$ _____ Parking (airport): \$ _____ Bridge Tolls: \$ _____

Please attach the following:

- ▶ Hotel receipts
- ▶ Airline itinerary or passenger receipt
- ▶ Taxi, Shuttle, Bus, Amtrak receipts
- ▶ Parking receipts

Additional information: _____

Complete this form if you would like the Building Standards Commission's staff to complete and submit your travel claim. Mail completed form and receipts to:

California Building Standards Commission
Attention: Kristi Gretler
2525 Natomas Park Drive, Suite 130
Sacramento, CA 95833

If you have any questions regarding the completion of this form, please call (916) 274-5872.

Travel Expense Claims

First day: Trip of more than 24 hours

Lodging \$84.00 + tax – All other counties not listed below
 \$110.00 + tax – Los Angeles & San Diego
 \$140.00 + tax – Alameda, San Francisco, Santa Clara & San Mateo
*Prior approval needed for excess lodging via signed: Excess Lodging Rate Request Form

Breakfast \$6.00 (trip begins at or before 6:00a.m.)

Lunch \$10.00 (trip begins at or before 11:00 a.m.) can't claim on trip less than 24 hours

Dinner \$18.00 (trip begins at or before 5:00p.m.)

Incidentals \$6.00 (must be gone more than 24 hours)

Parking Receipt required for parking fee over \$10.00 *(DGS will only cover Economy Parking at the airport, unless a justification is provided.)

Phone Calls Receipt required for calls exceeding \$2.50

Misc. fares, tolls & shuttles: Maximum amount \$10.00 without a receipt

Mileage .555 per mile – personal vehicle – You may claim mileage to & from the airport. Use office address during business hours. After business hours you may claim mileage to & from your home. Must have personal license plate number on TEC

Fuel Fuel for rental car only – claim in Business Expense Column

Time Frames:

First day of trip – more than 24 hours:

May claim breakfast if trip begins at or before 6:00a.m.

May claim lunch if trip begins at or before 11:00a.m.

May claim dinner if trip begins at or before 5:00p.m.

Fractional day – after 24 hours of travel:

May claim breakfast if trip ends at or after 8:00a.m.

May claim lunch if trip ends at or after 2:00p.m.

May claim dinner if trip ends at or after 7:00p.m.

Factional day – trip of less than 24 hours:

To claim breakfast, trip must begin at or before 6:00a.m. And end at or after 9:00a.m.

To claim dinner, trip must begin at or before 4:00p.m. AND end at or after 7:00p.m.

No lunch or incidentals may be claimed

Please sign TEC's in blue ink