

SAM—TRAVEL

GENERAL POLICY

0700

(Revised 9/07)

This chapter provides guidelines on traveling for official State of California (State) business and for obtaining reimbursements. Travel expenses are reimbursed in accordance with the policies found within the California Code of Regulations, Title 2 (Personnel Administration), Division 1 (Administrative Personnel), Chapter 3 (Department of Personnel Administration), Subchapter 1 (General Civil Service Rules), Article 2 (Travel Expenses), and employee Memoranda of Understanding (MOU).

Basic Policies

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 back-tracking 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.