

SAM—MISCELLANEOUS ACCOUNTING PROCEDURES

VERIFICATION OF TRANSPORTATION INVOICES

8711.3

(Revised 03/13)

It is the responsibility of the department accounting office to verify invoices from transportation companies to determine that the transportation service was furnished and the rate charged is correct. Verification that the service was furnished is determined by comparing the transportation invoice with the ticket or purchase receipt received by the traveler. In accordance with instruction 10(A) on the reverse side of STD. 262, Travel Expense Claim (TEC), all passenger coupons and ticket order stubs are attached to the TEC.

All business travel that results in any cost to the state must be supported by the TEC, including the electronic TEC in the California Automated Travel Expense Reimbursement System, known as CalATERS. Employees must use the most economical method of transportation and rates claimed should agree with market prices charged to the general public. See SAM Chapter 0700 for additional information regarding travel policies.