CHAPTER 700 INDEX

This chapter provides guidelines for employees who travel on official state business. It identifies the methods of travel available, and explains the payment of travel expenses.

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GENERAL POLICY 0700

(Revised 6/2014)

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 Human Resources), 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.

TERMS AND DEFINITIONS **0710**
(Revised 6/2014)

(For further clarification of the following terms and definitions, see CALHR Rule 599.616 or CALHR Rule 599.616.1).

Business and Miscellaneous Expenses. These are costs necessary for completion of State business. Some examples are: phone calls, telegrams, emergency clothing, equipment, and supply purchase.

Business-Related Meals. These are meals taken in combination with business meetings when business cannot be done at any other time.

Headquarters. This is where employees spend the largest part of their regular working time, or where the employee returns upon completion of a special assignment, or a specifically assigned geographic area regularly traveled.

In-State Travel and Travel in Bordering States. Travel within state boundaries and through areas next to state borders is in-state travel. The bordering state travel must be incidental to the in-state trip to be in-state travel.

Incidentals. The State reimburses an employee (when the travel period is greater than 24 hours) for small miscellaneous expenses while traveling. Examples include: laundry and dry cleaning, newspapers and magazines, tips, etc.

Out-of-State Travel. This includes travel to and from a point outside California to transact official State business. It does not include trips through or stopovers in bordering states incidental to travel within points in California.

Per Diem Expenses. These expenses are charges for meals and lodging while traveling.

Primary/Permanent Residence. This is the dwelling where the employee lives, which bears the most logical relationship to the employee's headquarters, regardless of other legal or mailing addresses. If an employee maintains more than one dwelling, the department will designate the employee's primary/permanent residence.

Secondary Residence. When an employee maintains more than one dwelling that meets the criteria in CALHR Rules 599.616(b) or 599.616.1(b), these are secondary residence(s).

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(Continued)
TERMS AND DEFINITIONS **0710** (Cont. 1)
(Revised 6/2014)

State Vehicles (Pool Vehicles). A fleet of vehicles maintained by the Department of General Services or other agencies for use by State agencies in the conduct of their business.

Transient Occupancy Tax. A tax imposed by cities and counties within the State. The tax varies from 6% to 12% (depending on location). This tax may be waived (and your lodging rate reduced) if you show proof that you are a State employee on official State business. The waiver is always at the option of the lodging establishment. See Travel Guide Supplement for a sample Tax Waiver Form.

Transportation Expenses. These expenses are the charges to transport the employee to and from the employee's headquarters. Some examples are: charges for commercial carriers (e.g., airline, bus, rental vehicle, etc.), private vehicle mileage, parking costs, bridge and road tolls.

Travel Expenses. Travel expenses include per diem expenses, transportation expenses, and business and miscellaneous expenses.

REQUEST FOR TRAVEL EXPENSE EXCEPTION APPROVAL **0715**
(Revised 6/2014)

CALHR will consider travel exception requests when:

1. Appropriate or unavoidable lodging, and/or meal expenses occur while on travel status within 50 miles of headquarters. These circumstances require prior approval by the appointing power.

   CALHR PML 93-28 delegated to agencies/departments the authority to approve exceptions to the “50 mile rule” when certain criteria are met. Certain reimbursements which are made under the provisions of PML 93-28 may be deemed reportable income. Contact your departments’ accounting office for clarification on this issue.

2. Lodging costs associated with regular travel, and conferences/conventions are in excess of the approved State rates found within CALHR Rules 599.619(a), 599.621(a), and the MOU. Exception requests must be submitted and approved on an Excess Lodging Rate Request form (STD 255C) prior to the trip taking place. Details about the approval process for the STD 255C may be found on CALHR PML 2006-013.

CALHR requires a minimum of 10 days advance notice; please submit request at least two weeks in advance of the trip. No request will be considered after the date of travel.

PER DIEM ALLOWANCES **0720**
(Revised 6/2014)

CALHR Rules and MOU's provide for the reimbursement of actual and necessary out-of-pocket expenses while traveling on State business. Limits exist for each expense type (e.g., lunch, mileage, hotel, etc.). These limits help employees plan trips within agency and personal budgets.

Employees who claim the allowable rate without submitting receipts with their travel expense claims should retain their receipts in order to substantiate out-of-pocket expenses in the event of an audit by the State or the IRS. Contact your department's accounting office for your department's policy as it relates to the submission of receipts.

SHORT-TERM TRAVEL **0721**
(Revised 6/2014)

Employees on travel status for more than one 24-hour period and less than 31 consecutive days may claim per diem for each 24 hours of travel. Expenses for partial days after the 24 hours may be claimed.

Employees on travel status for less than 24 hours may claim lodging expenses, if this applies, and breakfast or dinner. No lunch or incidental allowance is paid when employees are on travel status for less than 24 hours. Expenses must be incurred at least 50 miles from headquarters. This distance from the headquarters is the normal commute distance determined by the most direct route. Sometimes one route of travel may be a greater distance but is the more reasonable commute. For example, taking a freeway route instead of congested surface streets is more reasonable. The freeway miles may be greater but because it is more efficient the freeway miles are used to determine the distance.

Lodging and Meal Allowance Reimbursements

The following defines conditions for payment.

1. In-State Lodging/Meal Allowance. Per diem and lodging expenses will be reimbursed in the amount of actual expenses, supported by a receipt, up to the maximum rates as identified in the CALHR Rules and current applicable MOU. Each item of expense of $25.00 or more requires a receipt; receipts may be required for items of expense that are less than $25.00..

2. Out-of-State Lodging/Meal Allowance. Reimbursement is made for actual lodging expense, supported by a receipt. Meals and incidentals will be reimbursed at in-State rates. Failure to furnish lodging receipts will limit reimbursement to meals and incidentals at the in-State rates.

3. Out-of-Country Lodging/Meal Allowance. Reimbursement will be made for actual lodging, supported by a receipt. Meals/incidentals will be reimbursed according to the Maximun Per Diem Allowances for Foreign Areas, Section 925, U.S. Department of State Standardized Regulations and the meal/incidental breakdown in Federal Travel Regulation Chapter 301, Travel Allowances, Appendix B.

Employees who receive a meal as part of State travel must reduce their per diem claim by the cost for that meal. For non-represented employees, see CALHR Rule 599.619(a)(5) for guidance.

Time Frames for Meal Allowances

Time frames for payment for meals are outlined in Appendix AF-1.

LONG-TERM TRAVEL 0722

(Revised 6/2014)

Employees on travel status for longer than 31 consecutive days qualify for long-term travel per diem. The full long-term per diem is paid for each 24-hour period provided the employee's primary residence is occupied by the employee's dependents or is maintained at a net expense greater than $200 per month. If an employee does not maintain a separate residence, payment is one-half the full long-term rate. The rate ends when an employee is assigned to another geographic area. If long-term lodging is not available, then short-term rates may be approved beyond 31 days with advance approval of the appointing authority. Partial days of long-term travel are paid as follows: Less than 12 hours- one half the long-term rate; 12-24 hours-full long-term rate. This rate includes meals, lodging, and incidental allowances. Consult the CALHR Rules and employee MOU for current per diem rates.

NONCOMMERCIAL ALLOWANCE 0723

(Reviewed 7/2015)

This rate may be claimed by employees for out-of-pocket expenses incurred when staying with friends or relatives, when using their personal travel trailers, camping equipment, vans, or other noncommercial facilities. The employee may claim the noncommercial rate, beginning on the first day of travel. Partial days of noncommercial travel are paid as follows: Less than 12 hours- one half the noncommercial rate; 12-24 hours- full noncommercial rate. This rate is for meal and incidental allowances only.

CONVENTIONS, CONFERENCES, OR BUSINESS MEETINGS 0724

(Revised 6/2014)

For a conference called by a State agency, no per diem expense will be allowed within 50 miles of an employee's headquarters. Exceptions may be given in advance by CALHR. See SAM Section 0715. Registration fees for conferences/conventions are payable if the employee has prior approval to attend.

Travel Expense Claims that contain expenses incurred due to a conference, convention, or similar meeting must be countersigned by the agency head, or the deputy whose name has been forwarded to the Audits Division of the State Controller's Office (SCO) under the following circumstances. These circumstances are: when two or more agents, officers, or employees attend the same convention, or conference; or when the registration fee exceeds $50.

Agencies will establish a procedure to enable verification and audit of travel expense claims for persons attending meetings of Boards, Commissions, Committees, etc., when claims are not approved by someone having personal knowledge of meeting attendance.

EXPENSES FOR APPLICANTS CALLED FOR INTERVIEWS 0725

(Revised 6/2014)

CALHR Rule 599.634 provides for per diem and travel expenses for non-State applicants who are called for interviews. Payments may be approved in advance by the appointing power. Requests must meet the following conditions:

1. Requests must be submitted prior to the actual travel date.
2. Requests must include the following:
    a) Names and addresses of the applicant (applicant may not be a current state employee).
    b) Approximate amount of the anticipated expenses, including tax. (Payment may not exceed the current State rates.)
    c) Reason(s) why it is necessary to call the applicant for interview, i.e., position is hard to fill, recruitment for affirmative action, or disabled hire, etc.
    d) Title of position being filled.
3. Attach a copy of the approved request to the applicant's Travel Expense Claim prior to submission to the SCO.

ALLOWANCES WHILE ON SICK LEAVE, VACATION OR COMPENSATING TIME OFF (CTO) 0726

(Revised 6/2014)

Employees granted sick leave while on official travel status may be paid allowances for up to three days of sick leave time. See CALHR Rules 599.633 and 599.633.1. If the sick leave exceeds three days, or in unusual cases, added payment may be approved by the agency according to CALHR delegation. Exceptions must include the following:

1. Name and home address of employee.
2. Nature of illness.
3. Address where employee is confined during illness/injury.
4. Address where expenses are being incurred.
5. Number of days confined during illness/injury.
6. Cost of expenses incurred.

Departments shall not consider exceptions if the employee is confined to a hospital and hospital costs are covered by insurance. Expenses incurred other than hospital costs may be considered.

Attach a copy of the approved exception to the employee's Travel Expense Claim prior to submission to the SCO.

Normally, no per diem expenses are allowed when employees are on vacation or CTO. An agency may allow an exception to an employee claiming other than short-term per diem if they are: authorized time off on CTO, or authorized time off on vacation while employed in seasonal agricultural work.

BUSINESS-RELATED MEALS 0727

(Revised 6/2014)

In some instances, the cost of business-related meal expenses may be allowed. It must be clearly shown that it was impractical to conduct the State's business during working hours and that the meal took place in conditions beyond the employee's control. The employee provides justification on the TEC. The statement must include the purpose or goal of each business-related meal and the unusual conditions that justify payment. For meals consumed, the employee may claim expenses not to exceed the breakfast, lunch, or dinner per diem rates. The amount must be supported by a voucher or receipt for represented employees. Nonrepresented employees do not have to provide receipts.

Examples of allowable meals may include: participants from different cities hold a luncheon meeting to allow one or more of them to make connections on a scheduled flight; an employee is required to go to lunch as a member of a group, such as a Board or Commission where official business is conducted; the meeting does not adjourn during lunch and the employee has no choice of place to eat.

Examples of non-allowable meals include: two or more employees go to lunch together and continue their business as an incidental to the meal; or, the meal is strictly for public relations purposes; or, the meeting could have taken place during the regular working hours.

No payment is allowed for the meal if the employee claims per diem for that day.

CALHR will consider exception requests to CALHR Rules 599.622(b)(c) and 599.623(b)(d)(e) for business-related meals.

OVERTIME MEALS 0728

(Reviewed 7/2015)

Nonrepresented employees may be paid for an overtime meal when they are required to work before or after a regularly scheduled work day and can't be expected to return home for the meal. Represented employees may be paid for an overtime meal in accordance with the MOU. The overtime meal allowance is to enable employees to continue working overtime. Agencies may either provide the meal or grant a meal allowance. An added meal allowance may be granted for each additional six hours worked to a maximum of three overtime meal allowances in any 24-hour period.

TRANSPORTATION 0730

(Reviewed 7/2015)

Travel should be done in the most efficient and least costly manner. An employee may use a more costly form of transportation, but they are paid at the less costly rate. In such cases a cost-comparison must be done to determine the least costly rate.

TRAVEL EXPENSES OUTSIDE WORKING HOURS 0731

(Reviewed 7/2015)

Per CALHR Rule 599.626, Represented employees may claim travel expenses related to call-back for overtime work which requires more than one trip to the assignment on a normal work day or any call-back on an employee's normal day off. Pre-scheduled work on an employee's normal day off is not considered to be a call-back. Refer to the applicable MOU for provisions that may supersede this regulation.

Per CALHR Rule 599.626.1, Excluded employees may claim travel expenses related to call-back to work which requires more than one trip to the assignment on a normal work day or any call-back or pre-scheduled work on an employee's normal day off.

TRAVEL BY AIRCRAFT 0740

(Reviewed 7/2015)

Employees should travel by aircraft when it is the most efficient and least costly method for conducting official State business.

COMMERCIAL AIR TRAVEL 0741

(Reviewed 7/2015)

Employees will travel by the least costly class and take advantage of discounts whenever possible. Refer to the current Department of General Services Management Memo for Discounted Air Fares for Official Business. If an employee travels in other than the least costly class, full explanation must be submitted with the claim. See SAM Section 8422.115.

Frequent Flier Points/Premiums/Vouchers received by the employee because of travel on official State business are the property of the employee.

Departments that currently have programs in place which require employees to turn these premiums back to the State for future use may continue to do so.

USE OF AGENCY OWNED/LEASED AIRCRAFT 0742

(Reviewed 7/2015)

Use is limited to official State business. Do not use aircraft for executive travel if the destination is within two hours driving time or a regular commercial airline serves the location.

Section 0748 outlines exceptions to this policy. Agencies may adopt more strict guidelines. Agency Secretaries ensure that the interpretation and application of the policy is consistent throughout their agencies.

When feasible, agency aircraft may be used on a charter basis by other state State agencies or for official governmental activities. This is billed by the agency at full cost, including the expense of the pilot. The agency's policies regarding passengers apply.

PRIVATELY-OWNED AIRCRAFT 0743

(Reviewed 7/2015)

Privately-owned aircraft may be used for official travel when it is the least costly means or is in the best interest of the State. Employees must obtain approval of the agency.

Aircraft must have Federal Aviation Agency (FAA) certification and approved equipment. Aircraft must have adequate insurance. This is certified by the employee on an Insurance Verification and Authorization to Operate Privately-Owned/Rented/Leased Aircraft on State Business form, STD. 265. See Appendix A-2 for preparation instructions. Employees who pilot aircraft on official business must meet pilot qualifications outlined in SAM Section 0747.

REIMBURSEMENT FOR USE OF PRIVATELY-OWNED AIRCRAFT 0744

(Reviewed 7/2015)

The reimbursement rate for employee privately-owned aircraft is 50 cents per statute mile. Mileage is computed on the shortest air route from origin to destination, using airways whenever possible. Enter "Air Miles" and mileage on the TEC. For expenses other than mileage, substantiate the expense with a voucher. Landing and parking fees are paid except at the site where the aircraft is normally stored.

AGENCY-RENTED AIRCRAFT 0745

(Reviewed 7/2015)

When necessary or in the best interest of the State, an aircraft may be rented. This requires approval of the head of the agency. Obtain advance approval by the Cabinet Section of the Governor's Office in any of these situations: the aircraft is multi-engined; the aircraft is single engined with power exceeding 250 h.p.; the aircraft is of a special type helicopter, seaplane, etc.; or the aircraft is rented with a pilot. Use a memo to the Cabinet Section as an approval request. Clearly explain the nature, cost, and necessity for the rental of the aircraft. If one of the official travelers is the pilot, they must meet the requirements of SAM Section 0747.

INSURANCE REQUIREMENTS FOR PRIVATELY-OWNED/RENTED/LEASED AIRCRAFT 0746

(Revised 6/2014)

Travel on official State business may be by privately-owned/rented/leased aircraft whenever this is the least costly means or is in the best interest of the State.

Employees must first obtain supervisor approval. Employee pilots shall certify at least yearly to their employing agency that they have the required liability insurance in force during the period of official travel. These required limits are shown on STD. 265. Use STD. 265 for certification.

In all cases, the aircraft must be certified in accordance with FAA regulations and properly equipped for the type of flying to be performed.

State employees who pilot aircraft on official State business must meet the requirements of CALHR Rule 599.628 and SAM Section 0747.

PILOT QUALIFICATIONS 0747

(Revised 6/2014)

To operate privately-owned, rented, or State-owned aircraft on official business, pilots must be physically qualified and licensed to fly the aircraft for the type of flying performed.

To carry passengers on official business, a pilot must:

1. Either possess a valid (FAA) commercial pilot's license or have previously logged at least 250 hours of flight time as a licensed pilot in command of an aircraft; and,

2. Have logged at least 40 hours of actual flight time as a pilot in command of an aircraft during the preceding 12 months.

Pilots must obtain approval from their agencies to use air transportation and must satisfy the requirements outlined in CALHR Rule 599.628 and SAM Section 0746.

TRANSPORTATION SELECTION AUTHORIZATION AND ACCOUNTABILITY **0748**
(Reviewed 7/2015)

Transportation Selection Criteria:

1. Select the least costly method of transportation. Consider direct expense and employee time away from the office. Commercial transportation will be used whenever its total cost is less than agency provided aircraft. Agency aircraft may be used when it proves to be the least costly method. Consider and document these criteria when deciding:

    a) The cost of personnel hours lost in travel.
    b) Total commercial travel costs (airlines, rental vehicle, taxi, etc.).
    c) Added per diem costs.
    d) Accessibility and/or urgency of the situation.
    e) Scheduling demand and limitations.
    f) Driving time to location would exceed two hours one way.
    g) Commercial airline service and schedules between points of origin and destination including any intermediate stops or layovers.

2. To find the cost of agency aircraft include the following estimates:

    a) Pilot cost (wages and benefits) per hour.
    b) Total operational costs of the aircraft per hour.

Authorization:

The agency director or designee is solely responsible for authorizing flights.

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TRANSPORTATION SELECTION AUTHORIZATION AND ACCOUNTABILITY **0748** (Cont. 1)
(Reviewed 7/2015)

Accountability:

1. Submit approval request in writing to the agency approval authority as soon as possible but not less than 24 hours before the flight.

2. Immediate or unanticipated requests can be made verbally. File a confirming written request within 24 hours of trip completion.

3. Requests will contain:

    a) Date, time, and name/title of requester.
    b) Date(s) and itinerary of requested flight(s).
    c) Purpose of trip.
    d) Passengers (include title and organization).
    e) Transportation selection criteria justification**.**

4. Administrative units that provide aircraft services shall evaluate requests for compliance with the transportation selection criteria. They will maintain a record of the aviation activities and prepare a monthly report. The report will be sent to the director or authorized designee and will include the following:

    a) Dates of flight.
    b) Pilot (or company if chartered).
    c) Hours flown.
    d) Type of aircraft.
    e) Rate.
    f) Total cost.
    g) Short explanation of purpose.
    h) Destination and stopovers.

5. Maintain a flight log for each State-owned or leased aircraft. Include in the log the use of the aircraft, passenger names, dates, destinations, and purposes of flights. Retain logs for four years or until audited, whichever occurs first.

VEHICLE USE 0750

(Revised 10/2015)

Agencies determine who will drive on official State business and the vehicle types to be used: State-owned, privately-owned, or commercially-owned vehicles.

State Vehicles. These may be authorized when one or more employees are traveling individually or together. The trip includes intermediate stops not feasible for public transportation; the schedule of public carriers does not fit the itinerary; transportation is not available at the destination; an employee must carry specialized tools, books, etc.

Rental Vehicles. You may rent a vehicle when a State vehicle is not available and automobile travel is essential. Refer to the current DGS Rental Car contract in order to ensure adherence to State policy.

Privately-Owned Vehicles. Employees may use their privately-owned automobiles on official State business if this is approved by the agency. If the use is not less costly, the supervisor may authorize the use, but the payment will be for the less costly alternative. No agency will require an employee to use their privately-owned vehicle unless this is a formal condition for employment.

OPERATOR REQUIREMENTS 0751

(Revised 12/2014)

Agencies shall participate in the Department of Motor Vehicles (DMV) "Employer Pull Notice Program" (EPN) if they have employees who operate vehicles on official business as a condition of employment for Class A, B, or Class C drivers' licenses with special certificates. See Vehicle Code Section 1808.1 Agencies may participate in the DMV EPN on a voluntary basis for other employees who frequently operate vehicles on state business. To enroll in the EPN program contact: Department of Motor Vehicles, Office of Information Services, Account Processing Unit at, (916) 657-5564 or see EPN for additional information.

Employees who operate vehicles on official State business must have a valid driver's license, insurance, and a good driving record. To determine if a driver has a valid license and a good driving record, agencies should request drivers' records annually.

Employees who operate vehicles on official State business shall use, and ensure all passengers use, all available safety equipment in the vehicle being operated.

Frequent drivers should attend and successfully complete an approved defensive driver training course at least once every four years.

DEFENSIVE DRIVER TRAINING **0752**
(Revised 3/2014)

The Department of General Services *(DGS)*, Office of Risk and Insurance Management, approves and develops statewide driver training courses. All courses are conducted on a statewide basis. Charges for courses are listed in the General Services Price Book and Directory of Services. Course descriptions and scheduling information may be obtained by *accessing the DGS Training Registration System website at https://www.training.dgs.ca.gov or* contacting the Defensive Driver Training Coordinator, Office of Risk and Insurance Management, Department of General Services, 707 Third Street, First Floor, West Sacramento, CA 95605, Telephone (916) 376-5308.

Agencies shall compile and submit the Summary of State Miles Driven to the Office of Risk & Insurance Management. This annual report must be submitted by February 1 for the proceeding calendar year. For information forms and instructions, contact the Defensive Driver Training Program, Office of Risk & Insurance Managament, Department of General Services, 707 Third Street, First Floor, West Sacramento, CA 95605, Telephone (916) 376-5308.

AUTHORIZATION TO USE PRIVATELY-OWNED VEHICLE **0753**
(Reviewed 7/2015)

Agencies are responsible for determining who will be authorized to drive privately-owned vehicles while conducting official State business.

See Appendix A-3 for instructions on preparing Authorization to Use Privately-Owned Vehicle form, STD. 261. An employee must certify in writing the vehicle will always be covered by liability insurance at the following levels: $15,000 for personal injury to, or death of, one person; $30,000 for personal injury to two or more persons in one accident, and $5,000 for property damage. The vehicle is adequate for the work. The vehicle is equipped with operating safety belts. The vehicle is in safe mechanical condition.

Complete the certification on STD. 261. The authorizing supervisor retains STD. 261. Each year the form must be verified and resigned. Supervisors verify that there is a current STD. 261 on file for an employee before signing a Travel Expense Claim.

Employees should be aware that the insurance maintained by the state is for the liability above the amount of the employees' policies. Mileage rates paid to employees include an amount that reimburses employees for maintaining minimum insurance coverage.

REIMBURSEMENT FOR USE OF PRIVATELY–OWNED AUTOMOBILES 0754

(Revised 6/2014)

Mileage reimbursement is paid to employees authorized to use privately-owned vehicles while conducting official State business. The reimbursement rate is based on the current MOU and the CALHR Rules.

When an employee is driven to a common carrier, the employee can claim double the rate authorized for one-way trips to and from the common carrier. The vehicle cannot be parked at the terminal and the employee must be an occupant of the vehicle. “Double mile” claims are considered to be reportable to SCO since the amount claimed is above the rates found in the current MOU and the CALHR Rules. If the employee departs or returns to a common carrier on the employee's day off or one hour before or one hour after the normal workday, payment for actual miles driven may be claimed.

REIMBURSEMENT FOR PARKING CHARGES 0755

(Reviewed 7/2015)

Employees using State-owned vehicles or privately-owned vehicles on official State business may be reimbursed for certain parking charges. These charges are:

1. For day parking when on trips away from their headquarters office and residence.
2. For overnight public parking when on trips away from the headquarters city and city of residence. Claims are not allowed if expense-free overnight parking is conveniently available.
3. For day parking next to their headquarters, provided they have other reimbursable vehicle expenses for the same day or are using a State vehicle. This is for employees who spend most of their time on field assignments and report to their headquarters offices occasionally. Other examples of payable expenses are expenses due to a call-back or scheduled overtime on a normal day off.

Employees parking at airports must use the less expensive peripheral parking, or adequately justify excessive parking charges.

Submit claims for parking on a TEC. Attach a receipt to claims exceeding 10 dollars for one continuous period. Regardless of the cost, the appointing authority may require submission of receipts for parking costs claimed.

REIMBURSEMENT FOR POOL VEHICLE EXPENSES 0756

(Reviewed 7/2015)

If a traveler pays for emergency repairs or items included in the pool vehicle rental charges, the traveler can be paid. See SAM Chapter 4100.

REIMBURSEMENT FOR DAMAGE TO PRIVATELY-OWNED VEHICLE 0757

(Revised 06/2016)

An employee can claim repair for a privately-owned vehicle damaged while conducting official State business if the accident was not the employee's fault. Payment is made out of the employing agency's allotted travel funds. File the claim in the following manner:

1. File a Report of Vehicle Accident form, STD. 270. See SAM Chapter 2400 for instructions.
2. Attempt to recover damages through insurance coverage.
3. Prepare TEC. Attach the green copy of STD. 270, signed by the employee's supervisor, and a receipted bill for repairs/parts to the TEC. Enter this certification in the Remarks Section of the TEC: "I hereby certify that this expense was incurred by me as a result of damage to my privately-owned vehicle. This expense is not reimbursable through the insurance coverage of any of the parties involved in the accident."
4. Submit three estimates of repair costs.

The approving official takes the following actions:

1. Reviews STD. 270 and TEC for compliance with the governing CALHR Rules.
2. Signs STD. 270 to certify that the vehicle was being operated on official State business and that the accident was not through the fault of the employee.
3. Determines the claim is not the result of the employee's, officers, or agent's decision not to maintain collision coverage. Claims filed because of a decision not to maintain collision coverage may be filed with the Department of General Services.
4. Signs TEC to certify the employee has presented sufficient evidence that the repair expense has not been paid by insurance and to authorize payment for the least costly of the three competitive estimates.

REIMBURSEMENT FOR DAMAGE TO COMMERCIAL VEHICLE RENTAL 0758

(Reviewed 7/2015)

An employee cannot be reimbursed for the collision damage waiver costs for a rental vehicle. Should a rental vehicle sustain damages and the rental company makes demand against the employee, submit the claim in the manner described in Section 0780. Insert the following in TEC, Remarks Section: "I hereby certify that this expense was incurred by me as a result of damage to a commercial rental vehicle used on official State business by me. This expense is not reimbursable through the insurance coverage of any of the parties involved in the accident."

In some instances the rental company may bill the State directly for damages.

PRIVATELY-OWNED MOTORCYCLES 0759

(Reviewed 7/2015)

Privately-owned motorcycles and motor-driven bicycles are not an authorized mode of transportation for official business. There is no reimbursement for mileage or transportation expenses for these modes.

OUT-OF-STATE TRAVEL 0760

(Reviewed 7/2015)

Government Code Section 11032 outlines out-of-state travel policy.

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 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 or travel that does not meet the criteria outlined in SAM Section 0762.

ADVANCE BLANKET APPROVAL 0761

(Reviewed 7/2015)

The Blanket Approval for Out-of-State Travel form, STD. 260, should reach the Governor's Operations Office by the deadline specified on the annual Budget Letter, along with the Travel Plan in two separate sections. Section 1 represents mission critical travel as defined in the most recent OST Budget Letter and Section 2 represents trips that an Agency believes represents a benefit to the State. The supporting documents should be assembled in that order. See Appendix A-4 for preparation instruction for STD. 260.

Bordering States (Blanket Trips)

Travel into bordering states (SAM Sections 0761 and 0763, and Government Code Section 11032[1/] and 11033[3/]) that is for less than five consecutive working days' duration does not require approval from the Governor's Operations Office. If such travel exceeds five consecutive working days, approval is required and the process for approving OST blanket or trips will apply. Departments with significant out-of-state travel to states bordering California for more than five consecutive working days may obtain advance approval by using a separate Blanket STD. 260. Prepare this package in the same manner as outlined in this section. The STD. 260 should be marked "BORDERING STATES" prominently in the space at the top. The Governor's Operations Office will approve and distribute the package.

Once the OST blanket or trip is approved, the Governor's Operations Office will forward an original signed copy to the State Controller's Office and a copy to the Agency Secretary (if applicable) and the originating department.

Review and Approval of Blanket Requests

The Advance Blanket Approval package is reviewed by the Agency Secretary (as applicable) and the Governor's Operations Office. Their recommendations will be shown on the Out-of-State Travel Request form, STD. 257C.

The total dollar amount of all approved travel becomes the approved level of expenditure. Indicate this amount on STD. 260 as: "Total Expense of All Trips Not to Exceed" and the amount.

Distribution and Approval of Blanket Requests

The Governor's Operations Office will retain one copy and will send the approved package to the Agency Secretary (if applicable), or the originating agency. One copy of STD. 260 will be sent to the State Controller's Office by the Agency Secretary (if applicable) or the originating agency.

CRITERIA FOR BLANKET APPROVAL OF OUT-OF-STATE TRAVEL 0762

(Reviewed 7/2015)

Blanket approval for out-of-state travel gives the department the authority to approve any travel listed in their travel plan. Each trip listed in the travel plan must meet one of the following criteria.

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

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.

TRAVEL PLAN 0763

(Reviewed 7/2015)

Prepare the Travel Plan in the two sections as referenced in the Budget Letter. Include only those trips that meet the criteria outlined in SAM Section 0762. Do not include trips that must receive individual approval by the Governor. See SAM Section 0764.

INDIVIDUAL TRIP APPROVAL 0764

(Reviewed 7/2015)

Use STD. 257 for individual trip approval in the following cases:

1. A blanket approval and travel plan have been submitted but not yet approved.
2. The trip is not covered by SAM Section 0762.
3. The trip involves unusual circumstances, public interest, or possible questions of propriety. Some examples include: trips to Hawaii, Alaska, territorial possession, foreign countries; trips involving an extended period of time; and requests to add persons to a trip listed in the approved blanket travel plan.
4. The trip is funded from a non-federal grant.

Submit STD. 257 with justification. Attach justification on a separate page. If any of the expenses will be paid with funds other than State or federal, the department must list the amount, source, and the purpose of these funds.

The request must reach the Governor's Operations Office a minimum of 14 days before the travel is scheduled to begin. Any request submitted to the Governor's Operations Office without this lead time must have a special justification and may be denied.

Bordering States (Individual Trips)

Travel to bordering states that is less than five consecutive working days does not require approval from the Governor's Operations Office. STD. 257 can be used to request individual trips that exceed five consecutive working days unless exempt per Government Code 11033. Enter "Bordering State" prominently in the space at the top and follow the normal routine for requesting approval on OST blanket or trip. The Governor's Operations Office will approve and distribute the package.

Distribution and Approval of Individual Trip Requests

The requesting department should send one copy of STD. 257 and justification through the Agency Secretary (if applicable) to the Governor's Operations Office. The Governor's Operations Office will retain one copy and will send a copy of the approved package to the Agency Secretary (if applicable) or the originating department. One copy of STD. 257 will be sent to the State Controller's Office by the Agency Secretary (if applicable) or the originating agency.

ADMINISTRATION OF OUT-OF-STATE TRAVEL 0765

(Reviewed 7/2015)

Departmental Use of STD. 257 When Blanket Has Been Approved

Trips that are included in the approved STD. 260 and travel plan may be taken upon departmental approval. STD. 257 may be used internally for departmental control purposes for such trips but should not be sent to the Agency Secretary, the Governor's Operations Office, or the State Controller's Office.

The following characteristics of a trip may be changed, without additional approval:

1. The person making the trip.
2. The trip itinerary unless the change results in the trip becoming reportable under SAM Section 0763.
3. The dates of the trip.
4. The cost or funding source.
5. The total cost as long as it does not vary by more than 10%

RETURN OF DECEASED EMPLOYEES TO HEADQUARTERS OR PLACE OF BURIAL 0772

(Revised 6/2014)

CALHR Rules allow payment of transportation expenses necessary to return the remains of agents, officers or employees who die while traveling on official State business. Reimbursement is for return to the employee's headquarters or the place of burial in the State, whichever is least costly. CALHR Rules 599.636 and 599.636.1 lists expenses normally allowed. Agencies will contact the estate of the employee, in writing, and detail the allowances and procedures for claiming them. Agencies may contact the local funeral home selected by the estate to arrange shipment in the least costly manner to the State. CALHR may grant exceptions to CALHR Rules 599.636 and 599.636.1.

TRAVEL AND RELATED REIMBURSEMENT OF PERSONS NOT STATE EMPLOYEES 0774

(Revised 6/2014)

Reimbursement for transportation and per diem costs to persons who are not state employees is outlined in CALHR Management Memo 86-01. Policy for non-State employees who are interviewing for a position with the State can be found in CALHR Rule 599.634.

TRAVEL EXPENSE CLAIM (TEC), STD. 262 0780

(Revised 6/2014)

Appendix A-1 contains preparation instructions for this form. Use TEC to claim travel and transportation expenses.

CALHR Rules 599.638 and 599.638.1 require that TECs contain a brief statement of purpose for each trip. Enter this statement (one line if possible) on the line immediately below the last entry for each trip. If two or more trips are made for the same purpose and one TEC is used, one statement is sufficient for the trips.

APPENDICES

FORMS:	
TRAVEL EXPENSE CLAIM, STD. 262	A-1
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AUTHORIZATION TO USE PRIVATELY-OWNED VEHICLES ON STATE BUSINESS, STD. 261	A-3
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REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL, STD. 257 and OUT-OF-STATE TRAVEL REQUEST, STD. 257C	A-5
FIGURES:	
CRITERIA FOR CLAIMING MEAL EXPENSES	AF-1
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TRAVEL GUIDE	S-1

STATE OF CALIFORNIA

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 6/93)

See Instructions and *Privacy Statement On Reverse Side

Page _____ of _____ Pages

CLAIMANT'S NAME			SSAN OR EMPLOYEE NUMBER*	DEPARTMENT
POSITION	CB/ID NUMBER		DIVISION OR BUREAU	INDEX NUMBER
RESIDENCE ADDRESS*			HEADQUARTERS ADDRESS	TELEPHONE NUMBER
CITY	STATE	ZIP CODE	CITY	STATE / ZIP CODE

(1) MONTH/YEAR (2) DATE	TIME	(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS: BREAK-FAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER	(6) INCIDEN-TALS	(7) TRANSPORTATION: (A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE: MILES	AMOUNT	(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(10) SUBTOTALS														
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL $

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

(12) NORMAL WORK HOURS

(13) PRIVATE VEHICLE LICENSE NUMBER

(14) MILEAGE RATE CLAIMED

AGENCY ACCOUNTING OFFICE USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules 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, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE	DATE	(16.) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE
▷		▷	

(17.) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE *(See Item 17 on reverse)* — DATE

▷

STATE OF CALIFORNIA – DEPARTMENT OF PERSONNEL ADMINISTRATION

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 9/2007)

INSTRUCTIONS

Expense accounts are to be submitted at least once a month and not more often than twice a month, except where the amount claimed is less than $10, the claim need not be submitted until it exceeds $10 or until June 30, whichever occurs first. Requests for reimbursement of out-of-state travel expenses must be claimed separately. Requests for reimbursement of travel expenses which are incurred in different fiscal years must be claimed separately. A brief statement, one line if possible, of the purpose or objective, of the trip must be entered on the line immediately below the last entry for each trip. If the claim is for several trips for the same purpose or objective, one statement will suffice for those trips. Vouchers which are required in support of various expenses must be arranged in chronological order and attached to the claim. Each voucher must show the date, cost, and nature of the expense.

MULTIPLE PAGES–If your claim is more than one page, indicate page number and total number of pages. DO NOT total each page. Use subtotals and enter the total amount of the claim on the last page of the claim in the space for "TOTALS" and "CLAIM TOTAL."

COLUMN ENTRIES

(1) NORMAL WORK HOURS–Enter your beginning and ending normal work hours using twenty-four-hour clock (example: 0800 8:00 a.m.).

(2) PRIVATE VEHICLE LICENSE NUMBER–Enter license number of the privately owned vehicle used on official State business. To claim reimbursement, you must have met the requirements as prescribed by SAM Sections 0751, 0752 and 0753 pertaining to operator requirements, vehicle safety, seat belt usage and authorization.

(3) MILEAGE RATE CLAIMED–Enter the rate of reimbursement being claimed for private vehicle use. Rate will not exceed rate established in contracts and DPA rule 599.631 .

(4) MONTH/YEAR–Enter numerical designation of month and last two digits of the year in which the first expenses shown on the form were incurred.

(5) DATE/TIME–Enter date and time of departure on the appropriate line using twenty-four-hour clock (example: 1700 5:00 p.m.). Show time of departure on date of departure, show time of return on the date of return. If departure and return are on the same date, enter departure time above and return time below on the same line. Where the first date shown is a continuation of trip, enter "Continuing" above that date, and where a trip is continuing beyond the last date shown, write "Continuing" after the last date.

(6) LOCATIONS WHERE EXPENSES WERE INCURRED–Enter the name of the city, town, or location where expenses were incurred. Abbreviations may be used.

(7) LODGING–Enter the actual cost of the lodging in accordance with and not to exceed the maximum amount authorized by current Department of Personnel Administration (DPA) regulations and bargaining agreements. A receipt is required for any lodging expense.

(8) MEALS–Enter the actual cost of each meal not to exceed the maximum amount for each meal as authorized by current DPA regulations and in accordance with bargaining agreements. Dinner column is to be used to claim dinner on regular travel, overtime meals, and long term and relocation daily meal expenses. Receipts for meals must be maintained by the employee as substantiation that the amount claimed was not in excess of the amount of actual expense.

OVERTIME MEAL AND BUSINESS RELATED MEAL–Enter the actual cost of the meal not to exceed the maximum amount authorized by current DPA regulations, and bargaining agreements. Refer to DPA Management Memos for receipt requirements.

(9) INCIDENTALS–The term incidentals includes, but is not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and tips for services, such as for porters and baggage carriers. It does not include taxicab fares, lodging taxes or the costs of telegrams or telephone calls. Enter the total actual cost of incidentals not to exceed the maximum amount authorized by current DPA regulations and agreements.

(10) TRANSPORTATION–Purchase the least expensive round-trip or special rate ticket available. Otherwise the difference will be deducted from the claim. If you travel between the same points without using round-trip tickets, an explanation should be given.

(A) COST OF TRANSPORTATION–Enter the cost of purchased transportation. Show how transportation was obtained if fare was not purchased for cash. Use "CC" for credit card and "C" for cash. If transportation was paid by the State, enter method of payment only. Use "SCC" for State credit card, "TO" for ticket order or "BSA" for billed to State agency. Attach all passenger coupons and ticket order stubs including the unused portion of tickets, other credit documents or premiums, where credits or refunds are due to the State.

(B) TYPE OF TRANSPORTATION USED–Enter method of transportation used. Use "R" for railway, "B" for bus, airporter, light rail, or BART, "A" for scheduled commercial airline, "RA" for rental aircraft, "DA" for department-owned aircraft, "PA" for privately owned aircraft, "PC" for privately owned car, truck or other privately owned vehicles, "SV" for specially equipped vehicle for the handicapped, "SC" for State vehicles, "RC" for rental vehicles, "T" for taxi, and "BI" for bicycle. Supervisors shall not authorize the use of motorcycles on official State business, and no reimbursement will be allowed for motorcycles.

(C) CAR FARE, TOLLS, AND PARKING–Enter streetcar, ferry, local rapid transit, taxi, shuttle or hotel-bus fares, bridge and road tolls, and parking charges; attach a voucher for any parking charge in excess of $10.00 for any one continuous period of parking and each item of expense in this item.

(D) PRIVATE CAR USE–Enter number of miles traveled and amount due for mileage for the use of privately owned automobiles as authorized by current agreements and DPA regulations 599.631.

(11) BUSINESS EXPENSE–Claims for phone calls must include the place and party called. If charge exceeds $5.00, support by vouchers or other evidence. Emergency purchases of equipment, clothing or supplies, travel expenses of inmates, wards, or patients of institutions, and all other charges in excess of $1.00 require receipts and an explanation.

(12) ENTER TOTAL EXPENSES FOR DAY

(13) ENTER SUBTOTALS OR TOTALS

(14) PURPOSE OF TRIP, REMARKS OR DETAILS–Explain need for travel and any unusual expenses. Enter detail or explanation of items in other columns, if necessary. Vouchers must be provided for any miscellaneous item of expense.

(15) CLAIMANT'S CERTIFICATION AND SIGNATURE–Your signature certifies that expenses claimed were actually incurred as a result of conducting state business and that the cost of operating the vehicle is at or above the rate claimed.

(16) SIGNATURE OF OFFICER APPROVING PAYMENT–Certifies and authorizes travel; approves expenses as incurred on State business.

(17) SIGNATURE OF AUTHORITY FOR SPECIAL EXPENSES–When a claim for conference or convention expense under Sections 599.635 and 599.635.1 of the DPA regulations and detailed in SAM Section 0724 is included, or when reimbursement of a business expense exceeds $25.00 or when reimbursement for Bar dues or license fees is included, the signature of the approving officer is required, either on a separate document attached to this claim or by signature in this block.

* PRIVACY STATEMENT

The Information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that the following notice be provided when collecting personal information from individuals.

AGENCY NAME: Appointing powers and the State Controller's Office (SCO).

UNITS RESPONSIBLE FOR MAINTENANCE: The accounting office within each appointing power and the Audits Division, SCO, 3301 C Street, Room 404, Sacramento, CA 95816.

AUTHORITY: The reimbursement of travel expenses is governed by Government Code Sections 19815.4(d), 19816, and 19820. These sections allow the Department of Personnel Administration (DPA) to establish rules and regulations which define the amount, time, and place that expenses and allowances may be paid to representatives of the State while on State business.

PURPOSE: The information you furnish will allow the above-named agencies to reimburse you for expenses you incur while on official State business.

OTHER INFORMATION: While your social security account number (SSAN) and home address are voluntary information under Civil Code Section 1798.17, the absence of this information may cause payment of your claim to be delayed or rejected. You should contact your department's Accounting Office to determine the necessity for this information.

SAM-INSURANCE VERIFICATION AND AUTHORIZATION TO OPERATE PRIVATELY OWNED/RENTED/LEASED AIRCRAFT ON STATE BUSINESS, STD. 265

STEP	ACTION
1.	ENTER BEGINNING DATE AND ENDING DATE OF THE PERIOD. THE PERIOD IS VALID FOR A MAXIMUM OF ONE YEAR.
2.	THE EMPLOYEE READS THE CERTIFICATION AND SIGNS THE FORM.
3.	PRINT EMPLOYEE'S NAME.
4.	ENTER THE LICENSE TYPE HELD AND NUMBER.
5.	ENTER THE DATE THE FORM WAS SIGNED.
6.	THE SUPERVISOR SIGNS THE FORM, ENTERS SIGNATURE TITLE AND DATES THE FORM.

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STATE OF CALIFORNIA

INSURANCE VERIFICATION AND AUTHORIZATION TO OPERATE PRIVATELY OWNED / RENTED / LEASED AIRCRAFT ON STATE BUSINESS

STD. 265 (NEW 2-91)

AUTHORIZATION EFFECTIVE *(Maximum One Year)*	FROM	TO

*Completion of this form does not constitute prior approval to use a privately owned/rented/leased aircraft. Supervisors must evaluate the use of aircraft and **MAY** authorize use whenever it is the most economical means available or is otherwise in the best interests of the State.*

I. EMPLOYEE / PILOT CERTIFICATION

I hereby certify that:

1. I have a valid Federal Aviation Agency (FAA) pilot's license which will be in my possession whenever I fly a privately-owned/rented/leased aircraft on State business; that all persons in the aircraft will wear safety belts and that the aircraft shall always be equipped with safety belts and required safety equipment.
2. In every case, the aircraft is in accordance with applicable FAA regulations and properly equipped for the type of flying to be performed.
3. To the best of my knowledge, the aircraft is in safe mechanical condition, as required by law.
4. Passengers will only be carried under conditions stated in Title 2, California Code of Regulations, Section 559.628 of the Department of Personnel Administration Rules.
5. If passengers are carried, passenger liability insurance will be in effect.
6. There is a current insurance policy with liability limits of at least: (a) bodily injury liability of $100,000 for each person and $500,000 for each occurrence, property damage liability of $100,000 for each occurrence or $500,000 combined single limit; and (b) passenger bodily injury liability of $100,000 for each person, if passengers are carried. Said policy is available for review and audit for at least two years from the date shown above. The insurance company has named the State of California as an **additional insured** on the insurance policy.

I have read Section 599.628 of the Department of Personnel Administration Rules and the State Administrative Manual Sections governing the use of privately-owned/rented/leased aircraft on State business and agree to comply therewith.

EMPLOYEE'S SIGNATURE	EMPLOYEE'S NAME PRINTED	
LICENSE TYPE HELD	LICENSE NUMBER	DATE SIGNED

II. SUPERVISOR'S AUTHORIZATION AND VERIFICATION OF INSURANCE REQUIREMENTS

SUPERVISOR'S SIGNATURE	TITLE	DATE SIGNED

DISTRIBUTION: SUPERVISOR - Original ACCOUNTING - Copy EMPLOYEE - Copy

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES
ON STATE BUSINESS, STD. 261

STEP	ACTION
1.	THE EMPLOYEE READS THE CERTIFICATION. THE EMPLOYEE ENTERS: • DRIVERS LICENSE NUMBER • ISSUING STATE • EXPIRATION DATE THE EMPLOYEE SIGNS, DATES AND PRINTS THE FORM.
2.	THE APPROVING AUTHORITY: • SIGNS THE FORM • ENTERS TITLE ELEMENT • DATES THE APPROVAL
3.	EACH YEAR THE EMPLOYEE AND APPROVING AUTHORITY RENEW THE FORM BY SIGNING AND DATING THE FORM.

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STATE OF CALIFORNIA

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS

STD. 261 (REV. 3-95)

This approval must be renewed annually.
Supervisor: Retain Original Copy

I. CERTIFICATION

In accordance with State Policy *(S.A.M. 0753 & 0754)* approval is requested to use privately owned vehicles to conduct official State business.

I hereby certify that, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law ($15,000 for personal injury to, or death of one person; $30,000 for injury to, or death of, two or more persons in one accident; $5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I further certify that, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours *(S.A.M. 2441).*

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED

II. APPROVAL

Use of a privately owned vehicle on State business is approved.

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED

III. RENEWAL

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

BLANKET APPROVAL FOR OUT-OF-STATE TRAVEL, STD. 260

STEP	ACTION
1.	ENTER AGENCY AND FISCAL YEAR.
2.	ENTER TOTAL EXPENSES OF THE TRIPS TO BE REQUESTED.
3.	ENTER THE ALLOTMENT FROM THE PRIOR YEAR APPROPRIATION.

Print Clear

STATE OF CALIFORNIA

BLANKET APPROVAL FOR OUT-OF-STATE TRAVEL

STD. 260 (REV. 4/2012)

DOCUMENT NUMBER
DATE

Send 1 copy to GOVERNOR'S DIRECTOR OF OPERATIONS

TO: *Honorable Governor of California*
SACRAMENTO

Under the provisions of Section 0730 et seq. of the State Administrative Manual and Sections 1062, 11032, and 11033 of the Government Code, advance approval is requested for travel in the following amount as provided for the current budget of this Department. All travel performed as a result of this approval shall be within the criteria for out-of-state travel.

STATE DEPARTMENT

FISCAL YEAR OR OTHER APPLICABLE DATE	TOTAL EXPENSE OF ALL TRIPS NOT TO EXCEED:

Out-of-State travel budget allotment included in prior year appropriation
(DF-300 Supplementary Schedule of Operating Expenses and Equipment)

APPROVALS

I HEREBY CERTIFY that all individual travel authorizations granted pursuant to this request will be in accordance with the criteria for out-of-state travel in the State Administrative Manual.

Departmental Approval		**Agency Approval**	
DEPARTMENT DIRECTOR		AGENCY SECRETARY	
SIGNATURE	DATE	SIGNATURE	DATE

TO: *Honorable State Controller*
SACRAMENTO

Approval is granted for the above-mentioned out-of-state travel. Authorized expenses will be paid by the State of California, upon presentation of properly certified and itemized bills.

Governor Approval

GOVERNOR OF CALIFORNIA	DATE

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL, STD. 257

STEP	ACTION
1.	ENTER NAME AND TITLE OF THE INDIVIDUAL WHO WILL TAKE THE TRIP. AN ALTERNATE MAY BE NAMED ON THE FORM IF THE ORIGINAL PERSON CANNOT GO, OR USE THE PHRASE "TO BE DESIGNATED".
2.	ENTER DOCUMENT NUMBER, DATE, DIVISION, DEPARTMENT, AGENCY, AND PURPOSE, DATES OF ABSENCE, AND EXPENSES NOT TO EXCEED.
3.	THE EXPENDITURE LIMITATION IN THE "EXPENSES NOT TO EXCEED" BOX MUST BE FILLED IN AND SHOULD BE ENOUGH ABOVE THE PLANNED EXPENDITURE TO PERMIT A REASONABLE AMOUNT OF COST OVERRUN.
4.	IN COMPLETING THE "FUND" BOX, SHOW THE FUND FROM WHICH THE CLAIM IS TO BE PAID. IF THE EXPENSES WILL BE PAID FROM ANOTHER SOURCE, THE SOURCE AND PERCENTAGE OF PAYMENT SHOULD BE SHOWN. IF STATE FUNDS ARE NOT TO BE USED, ENTER "NOT APPLICABLE—NONSTATE FUNDS". REMEMBER TO INCLUDE THE ADDED JUSTIFICATION FOR THE USE OF NON-STATE FUNDS.
5.	ENTER THE REQUESTING OFFICIAL AND THE TITLE.
6.	THE REMAINDER OF THE FORM IS SELF-EXPLANATORY. IF THE FORM IS USED FOR BORDERING STATE ADVANCE APPROVAL FOR TRAVEL EXCEEDING FIVE CONSECUTIVE WORKING DAYS, SUBMIT THE FORM TO THE GOVERNOR'S OPERATIONS OFFICE. ENTER "BORDERING STATE" IN THE UPPER MARGIN.

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STATE OF CALIFORNIA – DEPARTMENT OF FINANCE

OUT-OF-STATE TRAVEL APPROVAL REQUEST

STD. 257 (REV. 4/2012)

Pursuant to the Provisions of Sections 1062, 11032, and 11033 of the Government Code and SAM Section 0730, et seq.

This form is necessary to obtain approval for trips not contained within an approved out-of-state travel blanket.

NAME		DOCUMENT NUMBER
TITLE		DATE
DIVISION	DEPARTMENT	AGENCY

PURPOSE - (attach additional sheets if necessary)

ABSENCE DATES	EXPENSES NOT TO EXCEED*	FUND *Do not enter numerical code.* *Enter full name of the fund as shown in the Governor's budget.*
LOCATION		
REQUESTED BY		TITLE

** Does not need to be resubmitted if actual costs do not vary more than 10% from this estimate.*

MISSION CRITICAL TRAVEL - Approved at Agency or commensurate level

Please check all boxes that apply:

- ☐ Enforcement responsibilities
- ☐ Auditing
- ☐ Revenue collection
- ☐ A function required by 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)
- ☐ Requests by the Federal Government to appear before committees
- ☐ Other* (see requirements below)

*** Requires approval by the Governor's Director of Operations**
Attach a brief description of why you believe this trip is a benefit to the State.

APPROVALS

I HEREBY CERTIFY upon my own personal knowledge that this trip is mission critical or in the best interest of the State.

Departmental Approval		Agency Approval	
DEPARTMENT DIRECTOR		AGENCY SECRETARY	
SIGNATURE	DATE	SIGNATURE	DATE

If "Other" was checked, submit to the Governor's Office for authorization.

AUTHORIZATION

APPROVED, GOVERNOR OF CALIFORNIA	DATE

STATE OF CALIFORNIA

OUT-OF-STATE TRAVEL REQUEST

STD. 257C (REV. 5-94)

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FISCAL YEAR	DEPARTMENT NAME

CATEGORY AND MONTH	TRIP DESCRIPTION (BUDGET YEAR INFORMATION ONLY) *(Purpose, destination, number of working days, total attending, funding)*					COST			APPROVAL
	DESTINATION	CLASS TITLE	NUMBER OF DAYS	TOTAL ATTENDING	FUNDING	ACTUAL	ESTIMATED	PROPOSED	

CRITERIA FOR CLAIMING MEAL EXPENSES

IF YOUR TRIP WAS:	BREAKFAST: Left at or before 6am and returned at or after 9am *(Non-represented: one hour before regular work time)*
	LUNCH: Can't be claimed for trips less than 24 hours.
	DINNER: Left at or before 4pm and returned at or after 7pm *(Non-represented: one hour before regular work time)*
24 HOURS	BREAKFAST, LUNCH, and DINNER MAY BE CLAIMED.
MORE THAN 24 HOURS *(for last fractional part)*	BREAKFAST: Left at or before 6am and returned at or after 9am *(Non-represented: returned at or after 9am only)*
	LUNCH: Left at or before 11am and returned at or after 2pm *(Non-represented: returned at or after 2pm only)*
	DINNER: Left at or before 4pm and returned at or after 7pm *(Non-represented: returned at or after 7pm only)*

** Lunch cannot be claimed for trips less than 24 hours.*

(Figure 1)

SAM - TRAVEL

SAM SUPPLEMENT

TRAVEL GUIDE
(Reviewed 7/2015)

Rev. 431
(Travel Guide)

Travel Guide Index

Subject	Travel Guide	SAM	CALHR Regulations
Air Fares	300		
Air Travel—General	300	0740–0747	599.628 599.628.1
Airline Travel—Purchase	300	0741	599.628(c) 599.628.1(c)
Airline Invoice—Passenger Copy Of	300	8422.114	
Automobile Accident	900	0757–0758	599.630(g)
On State Business		2430,2440	599.631(f)(g)
Automobile Expenses	900	0756,4182.3	
When Using Pool Vehicle			
Automobile—Rental Use	500	0750	599.627(b) 599.627.1(b)
Automobile—Private	600	0750	599.630 599.631
Bicycles	800		599.627(c) 599.627.1(c)
California State	1600		
American Express			
Corporate Charge Card			
Claim, Travel Expense	1200	0780	599.638 599.638.1
General Services Charge	200	4182.1	
Injury—Personal	900		
Insurance, Vehicle Self	1500		
Lodging	1000		599.619 599.621
Mileage Reimbursement	600	0754	599.630(a)(b)(c)(h)/ 599.631(a)(b)(c)(h)
Privately Owned	800	0743	599.628(b) 599.628.1(b)
Aircraft			

(Continued)

Travel Guide Index

(Continued)

Subject	Travel Guide	SAM	CALHR Regulations
Motorcycles	800	0759	599.626(f) 599.626.1(e)
Out-of-Country Travel	1400		599.619(e) 599.621(c)
Out-Of-State Travel	1300	0760	599.619(d) 599.621(d)
Per Diem Rates	1100		599.619(d) 599.621(d)
Property—Damaged	900		
Receipts	1200		599.625 599.625.1
Shuttle	700		
State Vehicles	400	0750	
Taxi Service	700		
Time Frames-Travel	1200		599.616(a)(4) 599.619(a)(3),(4)
Transient Occupancy Tax	1000	0710	
Transportation	100		599.626–599.631 599.626.1-599.631.1
Travel Advances	1100	8116	
Travel Expense Claim	1200		599.638 599.638.1
Travel—General Policy	100	0700	599.615 599.615.1
Vehicle Damage	900		
Vehicle Self Insurance	1500		

TRAVEL GUIDE

Purpose	This guide provides additional information for travelers and their supervisors. SAM 0700 and CALHR Rules contain policy guidance in this area. SAM and CALHR references are provided for each topic, in the index
TRANSPORTATION 100	
Choosing A Method	The supervisor or manager determines the most economical method of transportation. In making this determination, consider the following: • Availability of public transportation • Direct expenses, i.e., cost of air fare, rail fare, bus fare, parking and mileage • State Time • Number of employees traveling to the same place at the same time • Needs of the State, i.e., number of stops and/or equipment to be transported • Weather conditions, i.e., fog, snow • Time allotted to complete the assignment • Availability of transportation at the point of destination • Location of employee's residence, regular workplace, destination and location of State vehicles.
Transportation Arrangements	Employees are expected to make arrangements for the following: • Airline Transportation • Rental of Commercial Vehicles • Use of State Vehicles • Hotel/Motel Lodging • Taxi Service • Bus Transportation • Railroad Transportation and • Other travel arrangements when needed

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TRANSPORTATON 100 (Cont. 1)

Paying for Travel	Employees may pay for travel by the following means: • California State Business Travel Account • California State Corporate Charge Card • California State Car Rental Business Travel Account • General Services Charge Card *(accepted by certain taxis only; see www.travel.dgs.ca.gov, taxicab tab, for list)* • Travel Advance Funds • Personal Check • Cash • State Warrant • Credit/Debit Card

GENERAL SERVICES CHARGE CARD 200

General Services Charge Card	The card is used to: • Pay for taxi service in Sacramento (accepted by certain taxis only; see www.travel.dgs.ca.gov, taxicab tab, for list) • Obtain State Vehicles
Charges Not Included	Do not use General Services Charge Cards for any of the following charges: • Renting a commercial vehicle • Damage caused by an employee driving a DGS pool vehicle on personal business • Damage caused by willfully or imprudently driving the vehicle in an unsafe or illegal manner • Damage or other cost resulting from using the vehicle for other than its designated purpose • Towing charges for a state vehicle illegally or improperly parked • Towing charges for a state vehicle stranded on unimproved roads or while off-road driving • Towing charges for a private vehicle being used on State business • Citation due to Vehicle Code violation
Guidelines	When ownership of the card changes, the General Services Charge Card coordinator must be notified immediately.
	Never loan your card to another reporting unit. If you do, your reporting unit will be charged for the expenses.
	Return all unused or unneeded General Services Charge Cards to your contact person.
	If lost or stolen, notify the Department Contact Person. The contact person must notify the General Services Charge Card coordinator immediately.

CONTRACT AIRLINES 300

Contract Airlines	The State Contracts with multiple airlines to provide discounted air fare for official business trips between specified city pairs. Refer to the most current airline management memo for a listing of the contracted fares. State employees traveling between the city pairs must use the contracted airlines, unless one or more significant factors make such use impractical. Such situations include: • A requirement to fly on short notice and space is not available. • The contractor's flight schedule would require overnight lodging. • The employee misses a flight and it would result in a substantial delay to wait for the contractor's next flight. • The contractor's flight schedule will not meet mission requirements, or will create a substantial loss of time.
Non-Contract Carriers	Even though a non-contract airline may offer equal to or less than the contract fare between city pairs, the State will honor its contract. If a contractor offers a lower fare for a contract route *(e.g., round trip or special promotion)*, the State will receive the lower fare if the conditions required for the lower fare are met.
Travel Networks	State agencies use various travel networks. Order tickets by using the travel agency website that services your department. The travel agency will use the above criteria when selecting airlines for traveling state employees. It's recommended that all airline ticket reservations must be made through your department's designated travel network. State agencies purchasing airline tickets directly from contract airline must have one of the accepted forms of payment: • California State Business Travel Account • California State Corporate Charge Card • State Agency Check

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CONTRACT AIRLINES 300 (Cont. 1)

Information to Give Travel Agency	Provide the following information when making reservations: The department you are working for • Your name and location *(city)* • Your reporting unit number • Your desired travel itinerary
What You Will Receive	You will receive the following: • Travel agency invoice *(sent to accounting office)* • Pocket Itinerary *(flight schedule)* • Flight coupon/boarding pass • Passenger receipt *(**ATTACH** to Travel Expense Claim)*
Change in Flight Plans	1. Call the travel agency if there is a sudden change in flight schedule. 2. Additional tickets will be prepaid and may be available for immediate pick-up at the designated airport or location you specify. 3. Return any unused ticket to the accounting office **IMMEDIATELY**.
Additional Services	Many travel agencies will also: • Provide information on hotel/motel discounts, including ones that offer government rates • Make hotel/motel reservations • Make rental vehicle reservations

STATE VEHICLES 400

Location of State Garages	***Fresno:*** 1025 P Street / Fresno, CA 93721-2212 ATSSL 421-5527 / Public: 209-455-5527
	Los Angeles: 1645 N. Main Street / Los Angeles, CA 90012-1917 Public: 323-224-0905
	Oakland: 401 27th Street / Oakland, CA 94612-2412 ATSS: 561-0901 / Public: 415-464-0901
	Sacramento: 1416 10th Street / Sacramento, CA 95814-5502 ATSS: 485-9711 / Public: 916-445-9711
	San Diego: 345 West Ash Street / San Diego, CA 92101-3403
Reservations	Reservations may be made by telephone, online, or in person for special vehicles such as station wagons or pick-ups. A reserved vehicle will not be held after the appointed time. If the employee has not appeared, the vehicle may be dispatched.
Return to DGS Pool Vehicle	The Department of General Services (DGS) pool vehicle should be returned during regular office or garage hours the same day it is checked out, except under the following conditions: • If there is no other practical and reasonable way of getting to the airport, the vehicle may be parked overnight at the airport. • When the vehicle is used continuously for two or more days to conduct business. • A person returning from a trip after working hours is allowed to return the vehicle the following morning. • A person needing a vehicle before regular working hours may check out a vehicle the day before.

RENTAL VEHICLES 500

Overview	The State has a primary and secondary contract for commercial car rental. Rates are available nationwide (excluding New York). See the most current management memo for commercial car rental rates. Free shuttle service from the airport to the vendor's nearest rental location is provided by the vendor. Use of the contract vendor is required in available areas or the employee may be personally responsible for paying the difference between the contract rate and the rate charged.
Guidelines	• The California State Car Rental Business Travel Account, California • State Corporate Charge Card, can be used for rental vehicles. • Rentals longer than seven consecutive days must get prior approval from the Office of Fleet and Asset Management. • Unlimited mileage is provided by the primary and secondary vendors. • The primary and secondary vendors do not levy an interstate drop off charge if the vehicle is dropped off within 150 miles of contract locations. • Rental vehicles are for official State business and to obtain meals and lodging while traveling. • An employee shall rent a compact vehicle unless there are reasons for a larger vehicle, such as five or more employees and luggage to a vehicle. • Provide justification in the "Remarks" section of the Travel Expense Claim. • Submit a justification letter to Accounts Payable prior to rental. • Employees are to return vehicles to the vendor with a full tank of gas. A receipt reflecting the purchase of fuel must be submitted with the Travel Expense Claim to be reimbursed. Should a vehicle be returned with less than a full tank, the vendor may impose fuel charges that may be higher than market rate. If determined to be cost effective, vehicles may be fueled by the vendor. Consider the employee's time and other associated costs to determine which fueling option is in the best interest of the State.

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RENTAL VEHICLES 500 (Cont. 1)

Checking Out A Rental Vehicle	Contact vendor and reserve an economy vehicle 24 hours in advance if you change plans cancel the reservation. When picking up the vehicle be prepared to: • Identify yourself as a State employee • Show your California State Corporate Charge Card • Show your driver's license The customer's copy of the rental contract should be submitted with the employee's Travel Expense Claim. Any unapproved charges will be collected from the employee. That State will not reimburse you for purchasing collision, damage, or medical insurance while renting a vehicle. Collision and medical insurance are already provided by the State.
Using a Rental Vehicle for Personal Business	The insurance provided by the State is not in effect if the employee is driving on personal business except to obtain meals and lodging. Employees wanting to retain a commercial vehicle for personal use must make prior arrangements with the vendor at the public rate.
Complaints	If you experience unreasonable situations in using the contract vendor direct a memo to: *Department of General Services* *Office of Fleet and Asset Management* *1700 National Drive, (IMS A-01)* *Sacramento, CA 95834-1965* *Attn: Statewide Travel Program Administrator*

PRIVATE VEHICLES 600

Considerations	Consider the following when authorizing an employee use of a private vehicle: • The employee needs a short-term vehicle and the average daily mileage for the trip is less than 100 miles. • The employee requires a vehicle full time and the average monthly mileage is less than 1,000 miles. • The travel is less than 20 miles round-trip. • Location of the employee's residence. • Location of the employee's headquarters. • Trip destination. • Location of available State vehicle. • Two or more employees traveling together. • Trip itinerary includes intermediate stops not practical for public transportation. • Commercial carrier arrival/departure time inconvenient to traveler's itinerary. • Public transportation, State vehicle, or rental vehicle unavailable at destination. • The employee must carry specialized tools, books, equipment, etc.
Trips Beginning/ Ending at Home	When a trip begins or ends at home, the mileage payment shall be for the shorter distance between home and destination or headquarters and destination. Mileage may be computed from the employee's residence when the following conditions are met: • Using a common carrier and travel begins or ends one hour before or after the regularly scheduled work day or on a normal day off or holiday. • The mileage expenses is for call back on a normal work day or overtime work on a normal day off in remote locations. • With prior CALHR approval.
Mileage Reimbursement	Mileage reimbursement is based on the current Bargaining Unit Contract and the CALHR Rules.

LIMOUSINE OR TAXI SERVICE 700

Overview

Airport limousines or hotel buses are often the least expensive mode of transportation. The rates are easily verified and their use is generally accepted without explanation. If these are unavailable, use of a taxi in rare instances maybe necessary. A complete explanation should be made on the Travel Expense Claim for all taxi fares. Employees shall complete the section on the voucher (provided by the taxi driver) marked "Times from and to" and include the General Services' Charge Card number and proper billing address.

Contact your department's accounting office or your local taxi service provider to determine which taxi services will accept the General Services Charge Card.

OTHER MODES OF TRANSPORTATION 800

Privately Owned Aircraft	Privately owned or charter aircraft may be used on official business if it is in the best interest of the Department or if it's the most economical means. Refer to SAM 0743 regarding prior approvals, certification, insurance, and reimbursement allowances.
Privately Owned Motorcycles	CALHR rules prohibit any reimbursement for mileage or transportation expenses for privately owned motorcycles.
Bicycles	Where a privately owned bicycle is used in the conduct of official business, the employee will be allowed to claim the rate found in the current MOU and CALHR Rules
Damage to a Non-Contract Commercial Rental Vehicle	1. Prepare a Travel Expense Claim to reimburse your costs. In some cases the vendor will bill the department directly. 2. Enter the following certification in the "Remarks" section *(item 10)* of the Travel Expense Claim: *"I hereby certify that this expense was incurred by me as a result of damage to a commercial rental vehicle used in compliance with SAM Chapter 4100. This expense is not reimbursable through the insurance coverage of any parties involved in the accident."* 3. Attach the "customer copy" of the vehicle rental contract with the Travel Expense Claim.
Emergency Repairs Pool Vehicle	Follow these procedures when a valid emergency requires you to pay for repairs or parts. 1. Obtain from the vendor an invoice/receipt with: the vendor's name, address; the vehicle's license number; date the repair was made; the claimant's name; a notation "PAID". 2. Complete a separate Travel Expense Claim. Indicate in the "Remarks" section the following: *The claim is for emergency repairs,* *The license plate number,* *A complete description of the circumstances and reason for the emergency repair.* 3. Forward the invoice and Travel Expense Claim to the manager of the State garage where the vehicle was dispatched. If the vehicle is agency owned, the forward these documents to your Accounting section.
Personal Injury	Notify your Supervisor or the Personnel Office. You are covered by Worker's Compensation Insurance. The Department will assist you in preparing any injury reports or claims.

MISHAPS 900

Overview	The following paragraphs describe procedures to be followed when a mishap occurs.
Damage to Property *(General)*	1. Report the accident to the nearest police or highway patrol if there is severe damage or if injuries have occurred. 2. Do not admit fault to the other driver or to any witnesses. 3. Submit STD. 270 to your supervisor *(reviewing officer)*. 4. Within 48 hours, forward copies of the STD. 270 to the appropriate offices. See SAM 0759.
Damage to Privately Owned Vehicle	1. Attempt to recover all the damages through your insurance. 2. Prepare a Travel Expense Claim for reimbursement of the costs paid but not covered by your insurance (i.e., the "deductible" amount). Attach the canary colored copy of STD. 270, the receipts for repairs or parts, and three (3) estimates of cost of repairs to the Travel Expense Claim. 3. Enter the following certification in the "Remarks" section *(item 10)* of the Travel Expense Claim: *"I hereby certify that this expense was incurred by me as a result of damage to my privately owned vehicle. This expense is not reimbursable through the insurance coverage of any of the parties involved in the accident."*
Damage to a Pool Vehicle	1. Complete an Accident Identification Card STD. 269 before leaving the accident scene. 2. If another vehicle is involved, give the driver a copy of the STD. 269. 3. Phone the nearest branch of UNDERWRITER'S ADJUSTING COMPANY. 4. Phone a report to the Office of Risk and Insurance Management (ORIM), DGS 916-376-5300. After work hours use phone numbers listed on STD. 269. 5. If you are contacted by the other party or their insurance company/attorney: refer all phone calls/correspondence to ORIM; do not admit fault or give a statement of details about the accident without permission from ORIM.

LODGING 1000

Transient Occupancy Tax	Employees should attempt to have the Occupancy Tax waived for all hotels/motel rooms they stay in while on State business. It is a good idea to inquire about this when making reservations. Forms may be available at the lodging site and must be completed in order to qualify for the discount. Waiver of tax is at the option of the lodging establishment. Attachment 3 is a sample of this form.
Sharing A Room	Employees who equally share lodging expenses may claim one of the following. They may claim one-half the room rate with receipt or the statewide lodging rate provided for employees without receipts.
Traveling Companions	If an employee takes a companion, the employee should ask the hotel to provide verification of single room cost. Reimbursement is at the single room rate.

TRAVEL ADVANCES 1100

Overview	A Travel Advance is a temporary advance of money supplied to an employee prior to travel actually taking place. Attachment 4 is a listing of the per diem rates.
Types	Temporary—for in-state, out-of-state travel, certain relocation expenses, training expenses and professional fees. Permanent—for continuous travel for an employee who travels frequently.
Authorization	Supervisors shall determine the need for and reasonable amount of a Travel Advance.
Requesting An Advance	Steps for requesting advances are: 1. Employee completes the request. 2. Form is approved by authorizing manager. 3. Form is processed by Revolving Fund Unit. 4. Check is issued to employee. 5. Advance is cleared when employee submits a Travel Expense Claim or when the advance is returned.

TRAVEL EXPENSE CLAIM (TEC) 1200

TEC Guidelines	If an employee attends a meeting or conference and meals are included in the registration fees, the per diem allowed must be reduced by the meal allowance. (Exceptions see CALHR Rule 599.619(a)(5)). If an employee extends a business trip for personal convenience, only the time of departure and return relating to State business should be shown. Several trips or training classes (excluding out-of-service training) may be recorded on one Travel Expense Claim. Leave a blank line between each one recorded. Do not combine Relocation with any other type of claim. Submit each Out-of-State Claim separately. Do not combine In-State and Out-of-State Claims. If a trip is started in one month and extends to the following month, the claim may be submitted after the trip is complete. Do not overlap June and July on the same claim. This is two different fiscal years and the claim must be processed separately. Ask for assistance from the Travel Coordinator if you are unsure of the correct procedure for completing the claim.
Lost Receipts	If a receipt is lost, state how it was lost and the amount in the "Remarks" area of the claim. See CALHR Rules 599.625 and 599.625.1.
Lost Receipts Statement Not Acceptable	Employees must furnish original receipts when claiming reimbursement for lodging, transportation, training expenses, professional dues, licenses and fees, and the purchase of airline tickets.
Receipts, Odd Sized	If there are receipts, small in size, tape and label the small receipts to a blank 8–1/2 x 11 piece of paper. Several receipts can be taped on one 8–1/2 x 11 paper. Attach this paper to the claim.

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TRAVEL EXPENSE CLAIM (TEC) 1200 (Cont. 1)

Airline, Training, Vehicle Rental Receipts	Attach these vouchers or receipts to the claim. Airline receipts can be turned in separately if charged to the State. Requests for payment when an employee pays the airfare must be attached to the claim.
Acceptable Receipts	Receipts should be preprinted with the name of the business. Otherwise, the employee should attach a canceled check and explain in the Remarks section of the claim.
Receipts Required	Receipts are required for the following: • Telephone, fax, or other business expenses over $5.00. • Parking fees more than $10.00. • California State Corporate Charge Card (American Express or cash purchases of airline tickets. • Airline tickets (passenger receipt). These are retained by the accounting office to match to the airline or travel agent's bill. • Actual lodging expenses for in-state or out-of-state travel. • Business related meals (represented employees only). • Gas for rental and State vehicles. • Secondary vehicle rentals paid by employees without using General Service Cards.
Receipts Not Required	Receipts are not required for the following: • Per diem (meals/incidentals) claimed within the rates found within the current MOU and the CALHR Rules. • Streetcar, ferry, bridge and road tolls. • Telephone, fax, or other business expenses under $5.00. • Parking fees of $10.00 or less. • Railroad, bus fare (where fares are published in tariffs and travel is entirely in California). • Overtime meals (unless required by the department for represented employees.). • Taxi or hotel bus fare.
24 Hour Clock	The 24-hour clock (military time) starts after midnight at 0000 hours. Increments of an hour are in minutes. Example: 1:15pm = 1315 6:30am = 0630

OUT-OF-STATE TRAVEL 1300

Overview	All out-of-state travel must be approved. Blanket Approval by the Governor's Cabinet Affairs Office gives a department the authority to approve any of the out-of-state trips listed on their travel plan. SAM Section 0762 outlines the guidelines for the approval categories. Non-budgeted trips are approved on an individual basis. Again, refer to SAM for the specifics on this type of travel.
State Vehicle	State vehicles may be used for bordering state travel if it's in the State's best interest.
Privately Owned Vehicle	Personal vehicles may be used. Reimbursement shall be the lesser of the mileage or airfare. The cost of mileage will be at the rates found in the current MOU and the CALHR Rules when making the cost comparison with airfare. If an employee chooses to use a private vehicle and the travel time exceeds what would have been expended if air travel had been used, the employee should be charged vacation or compensating time off for the excess.
Rental Vehicles	The State has a primary and secondary contract for commercial car rental. The contracted rates are available nationwide. See the most current commercial car management memo for rates.
Weekend Travel	Reimbursements for Saturday and Sunday travel will be made when adequate justification is provided on the Travel Expense Claim. If adequate justification is not provided, the employee may be required to reimburse the travel expense.

OUT-OF-COUNTRY TRAVEL 1400

Overview	Out-of-Country trips must be submitted as a non-budgeted trip. This includes all trips to Hawaii, Alaska, territorial possessions and foreign countries.
Per Diem	The per diem expenses will be at the statewide rate except Hawaii and Alaska which CALHR considers as Out-of-State Travel. For Hawaii and Alaska, the Out-of-State per diem rate applies. CALHR will consider exceptions to the statewide allowance under specific conditions. These are outlined in SAM Section 0715.

VEHICLE SELF-INSURANCE COVERAGE 1500

Overview	Claims against the State or an employee for personal injury or property damage because of the use of a self-propelled land vehicle are self-insured through the State Motor Vehicle Insurance Account (SMVIA). The Office of Risk and Insurance Management administers SMVIA and assesses a premium for liability coverage to the owning department.

Vehicle Liability Coverage:

State Owned	SMVIA covers responsible drivers of self-propelled land vehicles. This applies to State employees or anyone operating the vehicle with the State's permission. It covers the State, the agency owning the vehicle or employing the driver, and the driver.
Privately Owned Vehicles	The employee's own policy limits must be exceeded before SMVIA provides coverage when employees use private vehicles for State business. Drivers complete STD. 261 yearly to confirm vehicle liability coverage.
Rental Vehicles	SMVIA covers the employee driving a rental car if the rental company is uninsured or underinsured.
Physical Damage	This is collision and comprehensive coverage. Physical damage is not provided for State vehicles or privately owned vehicles used on State Business.
Other Non-Covered	There is no coverage for uninsured or underinsured motorist or medical payments under SMVIA. There is no coverage for disability or death benefits. Disability and death benefits are provided by other agencies. These include: the Public Employees Retirement System, the Department of Human Resources, the State Compensation Insurance Fund or Employment Development Department.

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VEHICLE SELF-INSURANCE COVERAGE 1500 (Cont. 1)

Government Card Assistance	American Express 24-hour customer services: (800) 528-2122 (to report lost or stolen cards or for problems or questions) American Express Emergency Card Replacement: (800) 992-3403 (24x7, 7 days a week) American Express Application Status and Decline Hotline: (888) 800-7325 (M-F, 6a.m. to 4 p.m., Mountain Time) You may contact the Statewide Travel Program Administrator at Department of General Services, Office of Fleet and Asset Management, 1700 National Drive, Sacramento, CA 95834, StatewideTravelProgram@dgs.ca.gov

Discount Air Fares for Official State Business, (*See State Travel Portal www.travel.dgs.ca.gov. Airline tab, for current fares*)

Commercial Car Rental Contracts, (*See Management Memo for current rates*)

Hotel/Motel Transient Occupancy Tax Waiver, (*std. 236 form*)

Per Diem, (*See current MOU's*)

CALIFORNIA STATE AMERICAN EXPRESS CORPORATE CARD, BUSINESS TRAVEL ACCOUNT AND CAR RENTAL BUSINESS TRAVEL ACCOUNT 1600

Contract Travel Payment Vendor	The Department of General Services contracts with American Express to provide a Statewide Travel Payment Program. The Office of Fleet and Asset Management State Travel Portal website, www.travel.dgs.ca.gov, provides general guidelines for the implementation and administration of the program. The California State American Express Corporate Card may be used to: • Pay for food and lodging expenses • Rent commercial vehicles and charge fuel • Pay for airport shuttle, minibus, or taxicab • Pay for airline tickets
Guidelines	Participation in the California State American Express Corporate Card Program is at the option of the State Agency. If your agency participates in the program, contact your Program Coordinator for specific guidelines. American Express provides toll-free numbers to assist State cardholders.
Government Card Assistance	American Express 24-hour customer services: (800) 528-2122 (to report lost or stolen cards or for problems or questions) American Express Emergency Card Replacement: (800) 992-3403 (24x7, 7 days a week) American Express Application Status and Decline Hotline: (888) 800-7325 (M-F, 6a.m. to 4 p.m., Mountain Time) You may contact the Statewide Travel Program Administrator at Department of General Services, Office of Fleet and Asset Management, 1700 National Drive, Sacramento, CA 95834, StatewideTravelProgram@dgs.ca.gov

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Per Diem, (*See current MOU's*)