



MEMORANDUM



DATE: July 11, 2005

TO: All State Employees

FROM: Department of Personnel Administration
Statewide Travel and Relocation Program
Benefits Division

SUBJECT: Reimbursement requirements for on-line third party lodging receipts

In July, the Department of General Services (DGS) announced the approved travel agencies providing arrangements for State employees traveling on business. This service allows State employees to make on-line travel arrangements.

While it is strongly advised that all State travelers use the DGS approved travel agency services; some employees may insist on using other third party vendors such as Priceline.com, Expedia.com, Travelocity.com, Hotels.com, etc.

Please be aware that the Internal Revenue Service (IRS) and the State Controller's Office (SCO) require strict standards for travel receipts. In order to comply with these requirements, all travelers using a third party vendor **must** do the following in order to receive reimbursement for appropriate lodging expenses:

1. Verify with the on-line third party vendor and the lodging establishment, before you book your travel, that you will receive receipts showing, in detail:
 - Your check-in and check-out dates,
 - The itemized expenses you incurred (tax, meals, incidentals), and
 - The total amount you paid for your stay.
2. Provide a valid receipt from the on-line third party vendor and a valid receipt from the hotel where you stayed and include those with your Travel Expense Claim (TEC) for reimbursement.

There are no exceptions to the requirements listed above. You will not be reimbursed if you fail to provide the required receipts. TECs not supplying both of the required receipts will result in the rejection of your claimed expense.

In addition, many third party vendors do not provide refunds for cancelled trips. Some also charge for changes made to trips. If this occurs, you will be responsible for any/all charges associated with the changed/cancelled reservation.

Please contact your department's Travel Unit for details about this program and to find out which DGS-approved Travel Agency your department has selected.