

CALTRANS TRAVEL TIP 2002-06
BARGAINING UNIT 9
(September 24, 2002)

This note has been approved by Cindy McKim, Chief of the Division of Accounting, to be sent to All Caltrans E-Mail Users by the Travel Policy Section. The Caltrans Travel Tip is intended to communicate the Department's travel policies quickly and efficiently to all Caltrans employees.

The Department of Personnel Administration has issued Personal Management Liaison Memos 2002-057 and 2002-059 announcing the following lodging and mileage reimbursement **changes** for employees in **Bargaining Unit 9**.

Effective April 1, 2002:

Lodging:

1. Employees may claim **actual** receipted lodging to a **maximum of \$84 plus tax** Statewide, except as noted in (2) and (3) below.
2. When required to conduct State business and obtain lodging in the **Counties of Los Angeles and San Diego**, reimbursement will be for **actual** receipted lodging to a **maximum of \$110.00 plus tax**.
3. When required to conduct State business and obtain lodging in the **Counties of Alameda, San Francisco, San Mateo and Santa Clara**, reimbursement will be for **actual** receipted lodging to a **maximum of \$140.00 plus tax**.

Mileage:

When an employee is authorized by his/her appointing authority or designee to operate a privately owned vehicle on State business, the employee will be allowed to claim and be reimbursed **34 cents** per mile.

An employee who is required to use a specialized vehicle that has been modified to accommodate disabilities may claim 37 cents per mile.

The mileage rate is nontaxable. However, call back and overtime mileage will be reported as taxable income and will be reflected on the employee's annual Wage and Tax Statement, Form W-2.

Relocation:

Employees may claim relocation expenses in accordance with existing requirements, time frames, and administrative rules and regulations that apply to excluded employees. See http://adsc.caltrans.ca.gov/ASC/travel/tg/det_relo.htm for detailed information.

Amended Claims:

Employees who were reimbursed at the old mileage and/or lodging rate for travel after April 1, 2002 may submit an amended Travel Expense Claim (TEC). Amended TECs should include the following:

1. An approved TEC for the additional expense.
2. A copy of the original TEC showing what was initially reimbursed.
3. A copy of the original lodging receipt, if applicable.

For current travel policies and information, please visit Caltrans' Travel and Expense Guide at <http://adsc.caltrans.ca.gov/ASC/travel/>.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail or Gilbert Petrissans at Gilbert_Petrissans@dot.ca.gov or Nancy Ledesma at Nancy_Ledesma@dot.ca.gov. TTY users may also call (711) or 1-800-735-2929.

Happy travels.



Cal T. Rans

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