Department of Transportation

TRAVEL INFORMATION & POLICY

Subject:	Number:
Travel Policy Reminders	07-001
	Date Issued: 5/24/07
References: DPA Rule 599.615, 599.619, 599.626, 599.638,SAM- Chapter 0700, Caltrans Travel Guide	Expires: **Until Rescinded**

Purpose

The purpose of this TIP is to remind all Department employees the State's general travel policies when traveling on State business. A comprehensive description of travel policies is provided in the Caltrans Travel Guide.

The State Controller's Office (SCO) is reviewing Travel Expense Claims (TEC) more closely to ensure all Departments comply with the State's travel policies. Below are highlighted travel policies that SCO has scrutinized.

Refueling Rental Cars

Employees renting a commercial vehicle for State **business are required** to fill the vehicle with gasoline prior to returning the vehicle to the vendor. Employees may claim the gasoline expense on their TEC for reimbursement. If the car is not filled prior to returning the vehicle, **the employee will be responsible for all fuel charges assessed by the vendor.**

Airport Parking Fees

Employees parking at airports for State business **are required** to secure the most economical parking available. A justification is required with the TEC explaining why economy parking was not used. Reimbursement requests for higher parking fees without valid justifications will be reduced to the airport's economy parking rates.

Meals provided by the State or hotels

Meals provided by the State or provided by the hotel and included in hotel expenses **will not** be reimbursed. Snacks or continental breakfasts such as rolls, juice and coffee are not considered to be meals.

Private Vehicle License #

Claims for reimbursement for private vehicle expenses must include the vehicle license number.

Business Expense over $25.00

A second signature is required on line 18 of the TEC form when a business expense over $25.00 is claimed. Click Business Expense for more information.

Employee's Responsibility	Employees traveling on State business are required to conduct travel in the most cost-effective manner. Employees must consider the most economical method of transportation, time away from the office, and all direct travel costs. Each travel expense claim must indicate the start and end dates of each trip, the times of departure and return, and purpose of each trip for which allowances are claimed. In the absence of a satisfactory explanation, the expense will not be allowed.
Supervisor's Responsibility	Approve travel and certify that he or she has authorized the travel, that the expenses were incurred in order to conduct official State business and that the expenses claimed are appropriate in accordance with all travel rules and regulations.

For more detailed information of using a personal vehicle for State business or other travel policies, please visit the Caltrans Travel Guide.

If you have questions regarding this information, please contact Asni Tefera at (916) 227-9330.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert_Petrissans@dot.ca.gov. TTY users may also call (800) 735-2922.

This Travel Information & Policy has been approved by Clark Paulsen, Chief of the Division of Accounting, to be sent to all Caltrans employees with a Lotus Notes account. Supervisors are responsible for providing a hard copy of this information to their employees that do not have a Lotus Notes account.