



TRAVEL INFORMATION & POLICY

Subject: Verification and Reporting of Travel Expenses	Number: TIP 09 - 001 <hr/> Date Issued: April 14, 2009
References: Department of Personnel Administration PML 2009-018	Expires: Until Rescinded

Purpose To inform employees of mandated changes to reporting requirements for business travel.

Policy The Department of Personnel Administration (DPA) has implemented changes to State travel policy. Effective for travel conducted April 1, 2009, and after, all travel resulting in costs to the State must be reported on a Travel Expense Claim (TEC) even when the cost is paid via a travel related contract (such as airline contracts, rental car contracts or third party reimbursement agreements).

New Procedures Travel 50 Miles or More from Home or Headquarters:

All business travel that results in any cost to the state (airfare, rental cars, meals, hotels, etc.) must be supported by a TEC. This requires that you continue the practice of supporting travel costs that you paid directly and, in addition, include on your TEC any type travel paid directly by the Department or a third party. This includes rental cars, airline tickets, Department of General Services (DGS) pool vehicles and travel expenses paid by third parties. Examples:

- If you used an airline and/or a rental car during your travel and the cost was charged directly to the Department when you made your travel reservations, you must now include them as line items on your TEC. This will be accomplished by recording an “A” for commercial airline and “RC” for rental vehicle in the travel type field of the TEC and inputting zero(s) in the cost of transportation field.
- If you used a DGS pool vehicle or a Department assigned vehicle for a trip, you now must include it as a line item on your TEC. This will be accomplished by recording a “SC” for state vehicle in the travel type field of the TEC and inputting zero in the cost of transportation field.
- If you traveled for State business and the cost of the travel was paid for by a non-State entity or benefactor (third party), you must have prior approval by your supervisor before travelling. After the travel you must complete a TEC that identifies travel information (e.g.: dates, locations, and travel types) with zero values for the travel expenses paid by the third party. Any expenses for such a trip not paid by a third party that you request the Department to reimburse must also be recorded on the same TEC.

Travel Within 50 Miles of Home or Headquarters:

If you use a rental vehicle or DGS pool vehicle within 50 miles of your home/headquarters, you must submit a TEC as described above.

Please note that in some cases, the new DPA policy will result in completion of TEC that has a zero total. Even in this instance, the TEC must be completed, approved by the supervisor and submitted to the Division of Accounting.

**DPA's
PML 2009-018**

To review DPA's related policy memo, please utilize the following link:
<http://www.dpa.ca.gov/personnel-policies/pmls/2009/html/2009018.htm>

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

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

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