



TRAVEL INFORMATION & POLICY

Subject: Caltrans In-State Travel: Mission Critical Categories	Number: TIP 11-007
References: Governor’s Executive Order B-06-11	Date Issued: June 3, 2011 Expires: Until Rescinded

Purpose This TIP is to inform supervisors and managers of their responsibility to ensure that employee travel complies with the Governor’s Executive Order B-06-11.

Mission Critical Travel The Department has received approval to internally manage travel deemed mission critical and included on the attached list. External approval of such travel by Business, Transportation, and Housing Agency (BT&H) is not required. Although external approval for this travel is not required, employees must receive approval from supervisors for planned travel.

Training or Remote Supervision Travel If the purpose of an employee’s travel is for Training or Remote Supervision, additional approval from BT&H will be required as follows.

Employees traveling for Training or Remote Supervision that will include **airfare and/or lodging expenses** must submit their request **in advance** via e-mail using the template below (see page 2). Do not send the request as an attachment.

Project Delivery - Submit Requests to Project Delivery HQ Send the request through the District Director or Deputy Director, to Kris Kuhl, Project Delivery Management Liaison. Kris will review the request before forwarding to Katie Benouar, Chief of Staff. Approval or denial will be indicated by return e-mail.

All Other Programs - Submit Request to Director’s Office for Approval Send the request through the District Director or Deputy Director, to Katie Benouar, Chief of Staff. Approval or denial will be indicated by return e-mail.

Request for Approval Template

District	32-Equipment
Purpose of Travel	Direct supervision of staff in outlying areas
Travel Dates	Weekly, through FY 10-11, 2 days per trip
No. of People on Travel Status	1
Total Cumulative Cost of Travel	\$1,600
Mission Critical Category	Remote Supervision
Requested by:	<NAME>
	TITLE (District Director or HQ Deputy Director)
Date of Request	5/21/2011
Approved (Department)	Katie Benouar
	Chief of Staff
Approved (Agency)	
Denied	

Travel Expense Claim Submission

For travel that does **not** require an exemption from BT&H, employees must cite the mission critical category of their travel in the “Purpose of Trip” section (Box #11) on the Travel Expense Claim (TEC) form.

For travel that does require an exemption from BT&H, employees must attach a copy of the BT&H approval to their TEC.

Miscellaneous TECs

Items typically reimbursed using a TEC that does not involve business travel such as transit subsidies/vanpools, safety footwear, and professional licenses, etc. do **not** require an approval from BT&H or citation of a mission critical category of travel on the TEC.

If you have questions regarding this policy, please contact your management. If you have questions on the TIP, please contact Katie Kennedy at (916) 227-8652. 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 katie_kennedy@dot.ca.gov. TTY users may also call (800) 735-2922.

**CALTRANS IN-STATE TRAVEL
MISSION CRITICAL CATEGORIES**

Mission Critical Categories

a) Enforcement Responsibilities

(Such as: Activities to ensure compliance with statute, regulation, standard, or contractual obligation)

- Mandated Inspections of Bridges & Other Transportation Facilities
- Contractually Required Consultant Contract Oversight
- Contractually Required Inspections: Materials & Fabrication
- Certification of Equipment and Facilities
- Toll Bridge Seismic Retrofit Program and Bay Bridge Inspections & Consultations

b) Auditing

(Such as):

- Audits & Investigations
- Legal Depositions and Defense

c) Revenue Collection

(Such as):

- Toll Bridge & Express Lane Collection Operations
- Encroachment Permit Site Inspections
- Extralegal Truck Permit Site and Route Inspections
- Airspace Lease Program: Negotiations, Site Inspections

d) Function Required by Statute, Contract or Executive Directive

(Such as):

- Mandated Board, Commission, and Project Planning Meetings with Local Partners
- Project Delivery Activities
- Maintenance Activities
- Traffic Safety and Operations Activities
- Emergency & Incident Response Activities
- Legislative Hearings
- Facilities Management & Investigations: Fire, Life, Safety, & Haz-mat
- Personnel Exams & Interviews
- Human Resources & Labor Relations: Hearings & Investigations