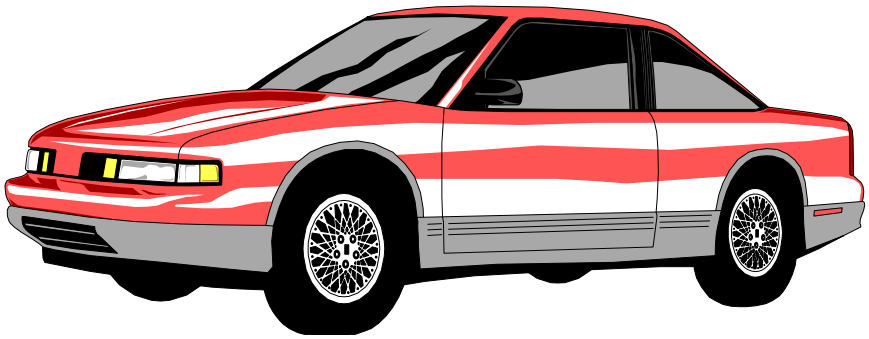
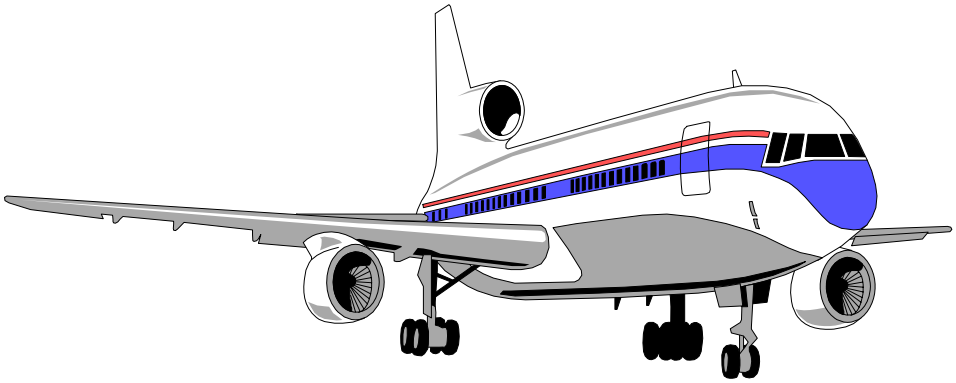
CAL FIRE TRAVEL HANDBOOK
– OCTOBER 2007 **3781**
(No. 102 November 2007)

STATE OF CALIFORNIA





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1. Control Agencies.

- DPA — The Department of Personnel Administration (DPA) provides the rules and regulations for reimbursing State officers or employees for the necessary out-of-pocket expenses for travel on State business

  DPA is responsible for writing the regulations for travel, for identifying when an employee is on travel status, for establishing the time frames for reimbursement of subsistence and lodging, for determining when receipts are required, and for determining other documentation that may be needed. Website: www.DPA.CA.GOV

- SCO — The State Controller's Office (SCO) reimburses CAL FIRE for the actual cash payment for travel expenses incurred by State officers or employees in accordance with the Memorandums of Understanding (MOUs), laws, and regulations of the State. Reimbursement of contractual employees is dependent on contract language.

  The SCO interprets MOUs and DPA regulations. The SCO has the final say on this interpretation but works with DPA for clarification.

- CAL FIRE — The Department of Forestry and Fire Protection (CAL FIRE) facilitates the payment of travel expenses to the officers and employees in accordance with MOUs and laws and regulations of the State. Language in the regulations or MOUs promoting a specific time, distance, or amount shall be rigidly interpreted. Language such as "not more than" or "up to" a specific amount shall be interpreted as a rigid ceiling.

2. Travel Regulations

- GC — The Government Code (GC) contains laws that govern all State agencies including the SCO, CAL FIRE, and the DPA.

- MOU — The Memorandums of Understanding (MOUs) are the agreements between the State and the unions on any areas of employment that are open to bargaining. Regarding travel, the unions bargain for the rate the State will pay employees for subsistence, lodging and private car mileage and may negotiate certain regulations. Website: www.DPA.CA.GOV

- PML — Personnel Management Liaison Memo: contains updates and changes to DPA rules.

- SAM State Administrative Manual (SAM): The SAM gives the procedures for implementing payment of the Travel Expense Claim. Website: www.DGS.CA.GOV

  Management Memos: updated information prior to implementation in SAM. Website: www.DGS.CA.GOV

3. References

CAL FIRE 2668, Other Documents
CAL FIRE 3698, Withholding Taxes
CAL FIRE 3742, Check Preparation, Revolving Fund/Emergency Fire Time
DPA Title 2, Chapter 3, Subchapter 1, Article 1, 599.615-638; Article 7, 599.714-724
SAM 0700-0777, 4187 – 4187.4, 3820 – 3829.1; 8572.1

4. Websites

Calif Travel Smart	http://www.catravelsmart.com/default.htm
Dept of General Services (DGS)	www.DGS.CA.GOV
DGS - State Carpool Locations	www.ofa.dsg.ca.gov/Services/Garage
DGS - State Carpool Reservations	http://www.ofa.dgs.ca.gov/VehicleResv/default
Dept of Personnel Administration (DPA)	www.DPA.CA.GOV
Mapquest	http://www.mapquest.com/
SWABIZ	www.SWABIZ.com
Taxi Service	http://www.travel.dgs.ca.gov/Taxicab/default

5. General Guidelines

- A Travel Expense Claim, STD 262 with a 10/92 or later revision date is required.
- For any Southwest Airlines travel, you must have created a SWABIZ account. www.SWABIZ.com
- Do not use any internet booking services for lodging. (third party)

- Primary travel agency is Sundancer (916-652-2533). Provides 24 hour service for emergency travel. All other travel must be normal business hours.

- Travel expense claims must be completed in ink (preferably blue) or typewritten. If computer generated, must not be reduced in size or printed on a dot matrix printer. All entries on the body of the claim must be original (not photocopies of previous claims) and originally signed by the claimant and appropriate supervisor.

- Because the travel expense claim must be processed through the SCO, only standard abbreviations - which can be understood by personnel outside of CAL FIRE - should be used. For example: "FC," "FREDAC," and "SFR" are unacceptable, while "Mgr.," "Sacto.," "Rd.," "Non-Rep," etc., are acceptable.

- Claims that are more than one page in length cannot have the bottom section of any pages cut off. Each page must be numbered and have original signature of the claimant and approving supervisor.

- Travel expense claims must be submitted <u>at least</u> once a month <u>but not more than</u> twice a month. However, if the amount claimed for any one month does not exceed $10, the filing of the claim may be deferred until the total amount claimed exceeds $10 or until June 30th, whichever occurs first. If a trip is started in one month and extends to the following month, the claim may be submitted after the trip is completed. **NOTE: Do not overlap June and July on the same claim. These are two different fiscal years and the claims must be processed separately.**

- The DPA has determined that travel status is based on a work shift of 0800 (8:00 a.m.) to 1700 (5:00 p.m.) Monday through Friday unless otherwise stated in block 12.

- The only employees authorized to file a claim are state employees, retired annuitants, volunteers in established CAL FIRE programs, contract employees whose contracts authorized them to be reimbursed from travel related expenses, and CAL FIRE Board members. Students and pick-up labor employees are not authorized to claim expenses. The expenses incurred by pick-up labor employees must be filed on a CAL FIRE-61.

- An employee may have an "in lieu address" on file. A letter with the primary dwelling address must be provided to both the unit and DAO.

- It is the intent of CAL FIRE to reimburse State officers and employees for necessary out-of pocket (business) expenses while on travel status. If the purchase is for an emergency or is incidental to the travel, explain the purchase. A travel claim should not be used to reimburse claimants for business expenses that should have been paid using alternate means of payment such as petty cash, CAL-Card, etc.

- It is advisable to record travel expenses incurred on a STD. 262, Travel Expense Claim during or immediately after returning from a trip. Several trips (excluding out-of-state) may be entered on one travel expense claim; however, the purpose of each trip must be made on a line immediately following each trip. (I.e. assigned to going fire, attended required training, attended regional managers' meeting, etc.) If an incident number is used, include the incident location.

- If an employee attends a meeting, conference or training session and meals are included in the registration fee, only the registration fee is an allowable expense. The employee would not be entitled to additional subsistence allowance. (Exceptions - DPA rule 599.619f). In addition, if an employee is on travel status and the meal is otherwise provided, the employee would not be entitled to subsistence allowance. **NOTE: Snacks and continental breakfasts, such as rolls, juice and coffee, are not considered to be meals. It must be a prepared meal.**

- Expenses incurred for an employee's personal convenience while traveling on State business are not reimbursable. If an employee extends a business trip for personal reasons, only the time of departure and return relating to State business shall be shown and only those expenses required in connection with State business shall be claimed. Per Diem may be claimed only for the time the employee is on State business.

- If an employee drives a private car when an airline flight would have been more economical, per diem should begin and end at the time the employee would have left, and returned to the headquarters or home if traveling by air. Also, the employee will be reimbursed "airfare in lieu of mileage" for transportation expenses, or whichever mode of transportation would have been most economical. A notation must be given at the bottom of the travel expense claim in such cases ("airfare in lieu of mileage" or "left early for personal convenience"). When using "airfare in lieu of mileage," actual private car miles driven will also be shown on the claim. In addition, when claiming airfare in lieu of mileage an AO-351 (Travel Comparison Matrix) must be attached to the travel expense claim.

- The SCO requires that claims for travel in-state, out-of-state and relocation be submitted on separate travel expense claim forms. In addition, CAL FIRE requires that capital outlay costs be submitted on a separate travel expense claim. These are paid from a separate appropriation.

- Overtime meals must be submitted on a separate TEC and sent to Personnel. Refer to STD 262 SAMPLE – OVERTIME MEALS for more information.

- The DAO – RF/Travel Unit is responsible for auditing travel claims. If an audit reveals an employee has been overpaid, the employee will be notified (AO-341) and required to promptly reimburse the Revolving Fund. If the DAO-Revolving Fund Unit has not received reimbursement after one month, the amount owed to the Department can be deducted from the employee's monthly payroll check.

6. Forms / Guide Cards:

The following forms/guide cards found on the intranet will assist the user with valuable information to complete and process the STD. 262 (Travel Expense Claim):

AO-7	50 Mile Exemption
AO-7gc	50 Mile Exemption guide card
AO-9	Substantiation for Renting a Larger Vehicle
AO-9gc	Substantiation for Renting a Larger Vehicle guide card
AO-107	Request for Revolving Fund Check
AO-107gc	Request for Revolving Fund Check guide card
AO-351	Travel Comparison Matrix
AO-351 sample	Travel Comparison Matrix sample
STD. 236	Hotel/Motel Occupancy Tax Waiver
STD. 255C	Excess Lodging Rate Request
STD. 255Cgc	Excess Lodging Rate Request guide card
STD. 257	OST Travel Approval Request
STD. 261	Authorization to Use Private Vehicle
STD. 262	Travel Expense Claim
STD. 262gc	Travel Expense Claim guide card
STD. 262 sample	Travel Expense Claim sample
STD. 262 sample	Travel Expense Claim sample – Overtime Meals

7. Definitions

The following definitions are important to understand before completing the Travel Expense Claim, STD. 262.

- Travel Status: Per Diem expenses will be allowed at any location outside a 50-mile radius of Headquarters or home location. Per Diem expenses consist of the charges and expenses for meals, lodging and all charges for personal expenditures incurred while on travel status. Mileage may be claimed within the 50-mile radius.

  Exception to provide per diem expenses within a 50-mile radius: DPA has delegated to the Director the authority to approve per diem within a 50-mile radius under extraordinary circumstances for special events if it is in the best interest of the State and the Department. **NOTE: This delegation does not extend to the approval of meals or lodging at either HQ or home location. Costs will be reported as taxable income.** An AO-7 (50-mile exception request) must be approved in advance of the trip. This approval must be attached to the travel expense claim.

- Headquarters Address: the largest portion of regular working time spent by the employee and will return to upon completion of special assignments.

- Residence Address: The address where the employee actually dwells without regard to other legal or mailing addresses. In cases where an employee maintains more than one dwelling, the department head will designate the one place that bears the most logical relationship to the employee's headquarters. No per diem or other subsistence expenses shall be allowed on the premises of the employee's primary dwelling.

8. Instructions for Completing STD 262, Travel Expense Claim

- Social security numbers and residence addresses are confidential information and privacy will be protected. The travel expense claim can be reviewed by anyone; however, if there is a need to show a travel claim to anyone other than the claimant, the social security number and residence information will be blocked out.

- Claimant's Name: Employee's first, m.i. and last name (i.e.Teddy R. Bear, not T.R. Bear).

- Position: Employee's civil service title (i.e. Fire Captain). Do not enter abbreviations or working titles: i.e., FC-A, FC-B etc.

- CB/ID No: Represented employees must enter the collective bargaining unit identifying number (RO8, RO4, RO1, R12, etc.). Non-represented employees (managers, supervisors and confidential employees) must enter "non-represented" or "excluded."

- Residence Address: The address where the employee resides, not the employee's mailing address (no post office box numbers). An option of "in lieu of address" is available.

- City/State/Zip Code: The city, state and zip code of employee's primary residence address.

- Page of Pages: The page number of the travel expense claim; for example: 1 of 1, 1 of 2, etc.

- SSAN: Social Security Number. **NOTE: This number is required to process the travel expense claim but it is kept confidential.**

- Department: "CAL FIRE" or "Forestry."

- Division or Bureau: Employee headquarters location. It may be a region office, unit, camp, station, etc.

- Index Number: Home index code.

- Headquarters Address: Work location-mailing address. This may be a post office box number.

- Telephone Number: Work location phone number, including area code.

- City, State and Zip Code: The city, state and zip code of work location.

THE NUMBERS AND EXPLANATIONS BELOW CORRESPOND TO THE NUMBERS ON THE STD. 262:

(1) Month/Year: The numerical designation of month and last two digits of the year in which the first expenses shown were incurred (02/XX, etc.).

(2) Date/Time: Date and time of departure on the appropriate line using the 24-hour clock (example: 1700 = 5:00 p.m.).

- Enter hours at beginning and ending of trip not on each line.
- Enter each date of travel sequentially to the final day of travel. If departure and return are on the same date, enter the departure time above and the return time below on the same line.
- Sequential months can be entered on a travel claim except from two fiscal years. Example: the last month of a fiscal year (June) cannot be combined with the first month of the next fiscal year (July). In the above example, two claims need to be prepared with a cross-reference between the travel expense claims.

(3) Location Where Expenses Were Incurred: Include the name of the city or location where a majority of the expenses were incurred.

- Abbreviations may be used.
- If an incident number is used, also write in the incident name.
- If using a private vehicle and side trips were required, such as Sacramento to Fresno via San Francisco, identify all destinations in order to justify additional private vehicle mileage claimed. For example, if "Sacramento to Fresno" was entered for the above trip, it could create a question as to the actual miles claimed.

(4) Lodging: Lodging may be claimed if travel is extended overnight except when provided by the State.

- Detailed lodging receipts are required. Receipts from internet lodging services that require prepayment are not acceptable and are NOT reimbursable.
- Statewide lodging is reimbursed up to actual costs of $84.00 plus tax. DPA has delegated to the Director the authority to approve lodging in excess of $84.00 plus tax for all personnel. A STD. 255C REV 12-2005 (Excess Lodging Rate Request) must be completed. This request must be approved more than 10 days prior to the trip and attached to the TEC.
- When the employee is required to do business and obtain lodging in the counties of Los Angeles, San Diego, Alameda, San Francisco, Santa Clara or San Mateo, a STD 255C is not necessary if expenses are within the latest PML or MOU rates.
- If within 50 miles of HQ or primary residence, an AO-7 must be approved in advance and attached. This does not extend to the approval at either HQ or home location. This is considered taxable income.

(5) Meals: Meal rates are:

Breakfast	$6.00
Lunch	$10.00
Dinner	$18.00

- If within 50 miles of HQ or primary residence, an AO-7 must be approved in advance and attached. This does not extend to the approval at either HQ or home location. This is considered taxable income.

- For a trip of less than 24 hours, you may claim breakfast if leaving at/or before 0600 and returning at/or after 0900 and dinner leaving at/or before 1600 and returning 1900. You may not claim lunch.

- For the first fractional part of a trip of more than 24 hours, breakfast by leaving before/at 0600, lunch by/at 1100 and dinner by/at 1700.

- For the last fractional part of a trip or more than 24 hours, you may claim breakfast if returning by/at 0800, lunch if returning by 1400 or later, and diner if returning at 1900 or later.

- Meals for travel less than 24 hours with no overnight stay are reported as taxable income.

- Overtime/arduous meals must be submitted on a separate TEC and sent to Personnel. Refer to CAL FIRE 3691.5 and STD 262 SAMPLE – OVERTIME MEALS for more information.

- **NOTE: In case of an audit, IRS can require that taxpayers provide receipts for lodging and meal expenses to substantiate amounts received as reimbursement from the state.**

(6) Incidentals: The incidental rate is $6.00 and may be claimed for each full 24-hour period.

(7) Transportation: Purchase the least expensive round trip or special rate trip available; otherwise, the difference will be deducted from the claim. If travel is between the same points without using round trip tickets, an explanation should be given.

(7A) Cost of Transportation: Show how transportation was obtained if the fare was not purchased for cash.

BSA	Billed to State Agency (CAL FIRE)
C	Cash
CC	Credit card
SCC	State Credit Card
TO	Ticket Order

- Attach passenger coupons or itineraries. Transportation is reimbursed only when the employee has paid transportation costs, and is supported by a receipt. If a CAL FIRE purchase document or credit card has paid transportation costs, do not include these costs.

(7B) Type of Transportation Used: Enter the method of transportation used. Use the following abbreviations:

A	Scheduled commercial airline
B	bus, air porter, light rail, or BART
BI	Bicycle
DA	Department-owned aircraft
PA	privately owned aircraft
PC	privately owned car, truck or other vehicles
R	Railway
RA	Rental aircraft
SV	Specially equipped vehicle for the handicapped
SC	State car
RC	Rental vehicles
T	Taxi

Note: Per DPA rules: Supervisors shall not authorize the use of motorcycles on official State business, and no reimbursement will be allowed for motorcycles.

(7C) Carfare, Tolls, Parking: Carfare, bridge tolls, and parking charges: Attach a voucher for any parking charge in excess of $10.00 for any one continuous period of parking. **NOTE: SAM requires that peripheral or long-term parking be used at airports. This is the least expensive means of parking. The claimant needs to explain any parking claim in excess of the short term/hourly parking charges. If the explanation is not adequate or if not in an emergency, reimbursement will only be allowed at the lowest rate.**

(7D) Private Car Use: Record the number of miles traveled and the amount due for mileage for the use of the privately owned vehicle. Record private vehicle mileage as follows:

a. Mileage traveled at the end of a trip; or
b. Mileage traveled each day.

- Multiply the mileage times the rate charged to get the dollar amount. **NOTE: USE THE CURRENT STATE RATE.** The maximum rate cannot exceed the rate as established by DPA or MOU regulations.
- Callback and overtime mileage is reported as taxable income.

(8) Business Expenses: Business expenses incidental to travel consist of the emergency purchases for business phone calls and telegrams, clothing, equipment or supplies purchased, and all other emergency purchases necessary for the completion of official State business while on travel status.

- Claims for phone calls must include the place and party called. If charges exceed $5.00, support such charges by vouchers or other evidence. Emergency purchases of equipment, clothing or supplies, travel expenses of inmates, wards, or patients of institutions, and all other charges in excess of $1.00 require receipts and an explanation.
- If for DMV physicals, license fees, etc., invoice must show a zero balance. If paid by check, a copy of front and back is needed.
- If reimbursement is for training classes not sponsored by CAL FIRE, and approved Training Request (TR-7), verification of successful completion, and proof of payment must be attached.
- The appropriate supervisor must approve and sign Line 17 for total business expenses in excess of $25.00.

(9) Total Expenses for Day: The amount claimed in 4,5,6,7,8 must equal box 9.

(10) Subtotal/Claim Total: The amount claimed in box 9 of each row must equal box 10 for this page. Complete subtotal for each column if more than one page.

(11) Purpose of Trip, Remarks and Details: CALSTARS expenditure coding.

- Justification of the trip should be entered on the line immediately below the last entry for each trip in the body of the travel claim form and need not be repeated here.

- Travel claims involving capital outlay, relocation, out-of-state travel and different fiscal year expenses must be filed separately.

(12) Normal Work Hours: Enter the beginning and ending normal work hours using the 24-hour clock (for example: 0800 = 8:00 a.m.).

- The 24-hour clock starts at 0001 hours. Increments of an hour are in minutes (examples: 1:15 p.m. = 1315, 6:30 a.m. = 0630, etc.). **NOTE: The DPA has determined that travel status is based on a work shift of 0800 (8:00 a.m.) to 1700 (5:00 p.m.) Monday through Friday unless otherwise stated in this block.**

(13) Private Vehicle License Number: The license number of the privately owned vehicle used on official State business.

- In the case of a new vehicle, show the vehicle identification number (VIN).
- A current STD. 261 must be on file prior to claiming mileage.

(14) Mileage Rate Claimed: Rate of reimbursement being claimed for private vehicle use.

- Use the current state rate, not the federal rate. The maximum rate cannot exceed the rate as established by DPA or MOU regulations.

(15) Claimant's Signature ***:** An original signature in ink is required on each page of the travel claim. This signature certifies that expenses claimed were actually incurred and that the cost of operating the vehicle is at or above the rate claimed.

(16) Signature of Officer Approving Travel and Payment *: An original signature of the appropriate supervisor.

(17) Signature and Title of Authority for Special Expenses ***:** An original signature of the appropriate supervisor for business expenses exceeding $25.00.

*** When signing, DAO recommends that the signature be in colored ink other than "black" to avoid the SCO from questioning the originality of the signature.**

9. In-state Vehicle Usage

All persons who drive frequently on official State business (State-owned and privately owned vehicles) must complete an approved defensive driver training course at least once every four (4) years.

A. Department of General Services - Pool Vehicles

The Office of Fleet Administration (OFA) supplies or arranges for the use of vehicles by State agencies on either short-term or long-term assignment. The common-use vehicles that comprise the pool are primarily sedans, limited numbers of station wagons, pickup trucks, and light utility vehicles. Carryalls and van-bus types under one ton capacity are also available. Special one-of-a-kind type vehicles are not generally included in the General Services pool. OFA can help clients obtain these from other sources.

State pool vehicles are dispatched upon presentation of a General Services Charge Card (GS 971) and a valid California driver's license to the dispatcher by the employee authorized to use the vehicle.

Department of General Services - Charge Cards (GS 971) (Refer to CAL FIRE 3785)

1. General Services issues General Service's charge cards to CAL FIRE upon written request. The DAO-Fund Accounting Unit is responsible for the DGS charge cards.

2. Cards may be issued to employees on a permanent and/or loaner basis, depending on the Sacramento/Region policy and the usage of the card. Cards can be used for:

   - Obtaining a State vehicle from any of the State garages;
   - Renting a commercial car when no State-owned vehicle is available and vehicle use is essential for conducting State business;
   - Taxi service in central Sacramento and Fresno; and
   - Preventive maintenance service on State-owned vehicles at State garages.

3 State Carpool Locations www.ofa.dsg.ca.gov/Services/Garage

Phone reservations are no longer accepted. Reservations can be made at http://www.ofa.dgs.ca.gov/VehicleResv/default

You must be an active California State Employee to use the Vehicle Reservation application. When you pick up the vehicle you must present a valid driver's license and a Department of General Services (DGS) Blue Charge Card.

Due to a shortage of vehicles it is recommended you make your reservation online or by phone 24 hours in advance. Same day reservations are not recommended and does not guarantee a vehicle will be available.

Location	Address
Fresno	1025 P St
Los Angeles	1645 No Main St
Oakland	401 27th St
Sacramento	1416 10th St
San Diego	5878 Autoport Mall

NOTE: If keys are locked in a vehicle, the employee is responsible for paying the locksmith.

B. Department-owned Vehicles

Department - owned vehicles are less expensive to operate than cars rented from the Department of General Services or from a private firm and should be used whenever available.

Misuse of State-owned Vehicles (DPA Rule 599.802). Misuse of State-owned vehicles includes:

1. Used other than in the conduct of State business.

2. When driven to or from the employee's home or the vicinity thereof after completion of the employee's workday, unless:

   A. Departing upon or returning from an official trip away from the employee's headquarters under circumstances which make it impractical for the employee to use other means of transportation. Where the employee's home is reasonably en route to or from his headquarters or other place where he/she is to commence work the following workday.

The vehicle is to be used in the conduct of State business on the same day. Or before usual working hours on the employee's next succeeding work day and where such later use has been authorized in writing in advance by the employee's agency head or his/her duly authorized representative. The possibility that an employee “on call” may use the vehicle outside of business hours does not qualify under this subsection.

No State garage facility is available.

The employee is required to respond to urgent or emergency calls outside of regular working hours, requiring the use of a State-owned vehicle.

The employee is required to work unplanned overtime with the result that no other practical means of getting home is available to the employee.

Carrying in the vehicle any persons other than those directly involved with Official State business, except with the approval of the employee's immediate supervisor for each trip.

Using the vehicle for other than those personal needs directly essential to carrying out official business such as obtaining food and lodging.

State of California Fuel Credit Card Program (OFA 10). Card features include:

1. Card acceptance at participating retailers statewide. Refer to the locations listed in the key cardholder received when a DGS pool vehicle is checked out of the State Garage.

2. Verification every time the card is accepted electronically (stops the use of lost and stolen cards)

3. Consolidated descriptive billing statements and exception reports that focus on potential employee abuse (by office, division, region, etc.) include:

    - Purchase of unauthorized fuel type, premium or supreme;
    - Purchase of fuel quantity in excess of tank capacity;
    - Purchase of miscellaneous items;
    - Purchase of repair or service items;
    - Purchase outside of authorized location(s);

- Transaction activity exceeding specified limits.
- Use of the card to purchase convenience store items is not authorized.
- Vehicle operators are responsible for emergency purchase justifications.

4. Terms and conditions for card use are printed on the reverse side of each credit card.

5. SAM allows State agencies to further limit credit card purchases within classes of items listed on the card, governs the purchase of different types of fuel, and directs drivers to use lower priced self-service pumps at approved vendors unless under the hood or tire service is necessary.

6. Emergency Purchase of Automotive Equipment

   It is permissible to use a credit card to charge items which are needed for real emergencies; such as damaged individual spark plugs (not sets), automatic transmission fluid, light bulbs, fan belts, windshield wiper blades, cable for battery terminals, gasoline tank caps, tire or tube valve core, etc.

   Purchase of anti-freeze may be made on credit cards only in an emergency when the vehicle is subjected to unreasonable freezing temperatures.

   Purchase of tires, tubes or batteries may be made on credit cards under the following conditions:

   - Locations where the State's regular contractors have no outlets or stock or where distance is too great to purchase from contractor's regular stock locations because of the time or expense involved, or;
   - Special situations in an emergency where travel is required and purchase is necessary during hours when the regular contractor is closed (between 6:00 p.m. and 8:00 a.m. or on Sundays and Holidays).
   - When an emergency requires the user of a State vehicle to pay cash for repairs, the user may be reimbursed **NOTE: It is the responsibility of the employee to justify the appropriateness of all emergency purchases as soon as possible. Invoices of those not approved will be returned to the employee for remittance.**

C. Taxi Service in Central Sacramento
http://www.travel.dgs.ca.gov/Taxicab/default

Taxi companies in Sacramento provide transportation to State employees on a charge card basis using the General Services charge card. State employees will select the most economical method of travel, particularly where short distances are involved.

Whenever a short trip is a private car or taxi is preferable because it is less expensive than use of a pool car.

Outside the city limits of Sacramento:

1. Contact a local taxicab company for service.
2. Pay at the time of service with cash or other payment method that the cab driver accepts.
3. Submit a Travel Expense Claim (TEC) (PDF format) to your department for reimbursement.

Within Sacramento city limits only:
You may use your State of California Blue Charge Card with these companies/contacts only:

- Checker Cab, (916) 443-3333
- Fairway Taxi (James), (916) 764-0585
- National Taxi, (916) 455-1111
- Richard Lackett, (916) 761-0298
- Tim, State Capitol Cab, (916) 847-7922
- Yellow Cab, (916) 444-2222

For other companies/contacts in Sacramento, follow procedures for outside Sacramento.

Tipping guidelines: Tipping is optional. (As a general rule, a taxi tip shall not exceed ten percent (10%)).

NOTE: Is not reimbursable if on travel status.

- All companies will provide pickup service at any State office building.

- Cab drivers from listed companies will ask the employee to fill in and sign a voucher for each trip. Vouchers for travel will be forwarded to the employee's agency for payment to the Cab Company. A 10% charge rounded to the nearest nickel is added instead of tipping.

- Employees will fill in the time "from and to," the charge card code number and the proper billing address on the voucher provided by the cab driver.

- State travelers will use the cab service whenever it is most economical. Consider maximum use of State pool cars and conserving fuel and energy.

D. Privately owned Vehicles

1. It is the responsibility of an employee's immediate supervisor to determine when the use of a privately owned vehicle is advantageous to the State. **NOTE: No agency or supervisor will require an employee to use his or her privately owned vehicle unless this is a formal condition for employment.** Consider the following when authorizing an employee use of a private vehicle:

    - The employee needs a short-term vehicle and the average daily mileage for the trip is less than 100 miles.
    - The employee requires a vehicle full-time and the average monthly mileage is less than 1,000 miles.
    - The travel is less than 20 miles round-trip.
    - The location of the employee's residence.
    - The location of the employee's headquarters.
    - Trip destination.
    - Location of available State vehicle.
    - Two or more employees traveling together.
    - Trip itinerary includes intermediate stops not practical for public transportation.
    - Commercial carrier arrival/departure time is inconvenient to traveler's itinerary.

- Public transportation, State vehicle or rental vehicle is unavailable at destination.
- The employee must carry specialized tools, books, equipment, etc.

2. When a trip begins or ends at home, the mileage payment shall be for the shorter distance between home and destination or headquarters and destination. Mileage may be computed from the employee's residence when the following conditions are met:

    - Using a common carrier and travel begins or ends one hour before or after the regularly scheduled workday or on a normal day off or holiday.
    - The mileage expense is for call back on a normal workday or overtime work on a normal day off in remote locations.
    - With prior DPA approval.
    - Except for the above, no reimbursements will be allowed for private vehicle use between employees' residences and their headquarters.

3. Authorization to Use Privately owned Vehicles

    Upon approval, employees may use their private vehicle on Official State business, providing its use is less costly than other modes of transportation. If the use is not less costly, the supervisor may authorize its use but the payment will be for the less costly alternative.

    Before an employee may be authorized to use a private vehicle on State business, the employee must complete STD. 261, Authorization to Use Privately Owned Vehicles on State Business that includes the following:

    - The vehicle will always be covered by liability insurance as specified by SAM and Government Code.
    - Evidence of current vehicle liability insurance will be carried in the vehicle.
    - The vehicle is adequate for the work to be performed and is: (a) Equipped with safety belts in operating condition; and (b) In safe mechanical condition.
    - STD. 261 must be approved by the appropriate supervisor and renewed annually with the supervisor certifying that they meet the above criteria.

- Under no circumstances will the State be responsible or liable for any damages or reimbursement resulting from any employee using a personal vehicle to travel from home to the worksite and return unless the employee had obtained prior approval from the unit or region chief. (I.e. employee call back, mandatory overtime or travel status).

10. Transportation

Travel should be done in the most efficient and least costly manner. It is the responsibility of the supervisor or manager to determine the most economical method of transportation. In making this determination, consider the following:

- Availability of public transportation;
- Direct expenses, e.g., cost of airfare, rail fare, bus fare, parking and mileage;
- State time;
- Number of employees traveling to the same place at the same time;
- Needs of the State. For example, the number of stops and/or equipment to be transported;
- Weather conditions (i.e., fog, snow);
- Time allotted to complete the assignment;
- Availability of transportation at the point of destination; and
- Location of employee's residence, regular work place, destination, and location of State vehicles.
- Any time two or more employees are attending the same meeting in or out of town, car-pooling is recommended.
- An employee may use a private vehicle, with prior supervisor approval, as an alternate mode of transportation and may claim the approved rate per mile. An employee may use a more costly form of transportation but they are paid at the less costly rate. The maximum reimbursement is the cost that would have been incurred had the most economical mode of transportation been used. An AO-351, Travel Comparison Matrix, must be attached to the travel claim and all amounts used for comparison must be itemized (e.g., airfare in lieu of mileage).
- An employee claiming reimbursement for transportation expenses resulting from the use of a private vehicle must indicate on the claim if other State employees were transported on the same trip (their names must be listed on the Travel Expense Claim STD 262).
- Mileage will not be allowed for a passenger traveling in a vehicle owned and operated by another employee.

- Allowable and Non-Reimbursable Private Vehicle Expenses. Allowable expenses include the following:
  - Appropriate mileage rates;
  - Actual costs of ferry, bridge or toll road charges;
  - Parking fees of $10.00 or less without a receipt (required over $10.00); and
  - Repair expenses when a privately owned vehicle operated by an employee on State business is damaged by collision or receives other accident damage).
- Non-allowable expenses include the following:
  - Reimbursement for travel expenses for a passenger; and
  - Expenses for gasoline or routine repairs.

1. Privately owned Motorcycles (DPA Rule 599.625.1e).

   - The DPA rules prohibit any reimbursement for mileage or transportation expenses when an employee uses this means of transportation.

2. Commercial Vehicle Rental - DPA Rule 599.627.1b

   - When a State-owned vehicle is not available and vehicle travel is essential for the conduct of official business, employees may rent commercial vehicles.

     - Per Management Memo 07-08, effective Sunday, September 30, 2007, State travelers may no longer use the DGS blue card to rent commercial rental cars from the State contracted vendors Enterprise and Vanguard (National and Alamo). Travelers must use a centrally billed account (Sundancer)

   - Employees should use subcompact or compact-sized cars (if available) unless there are extenuating circumstances such as for more employees with luggage traveling together in one vehicle, or not subcompacts or compacts are available. When exceptions are required, complete AO-9 and attach to travel expense claim.

- Invoices for off-contract rentals in contract locations are sent to the Office of Fleet Administration for review and approval prior to submission to the SCO for payment. Invoices without proper justification in contract locations and those for luxury class vehicles will only be approved for the contract amount and the traveler will be subject to paying additional costs.
- The State will not pay for collision insurance (called collision damage waiver) or medical insurance (called personal accident insurance). Employees may claim reimbursement for any financial loss sustained by reason of not having purchased a damage waiver. Employees will be covered under the provisions of Workers' Compensation Insurance Laws for any personal injury sustained while operating a rented vehicle in the conduct of official business. It is very important to cancel vehicle reservations if plans change.
- Commercial Vehicle Locations: Refer to current Management Memo for vehicle rental locations and information. **NOTE: It is recommended that the gas tank be filled-up before returning the rental car.**

3. Commercial Air Transportation - DPA Rule 599.628.1:

- Refer to current Management Memo for air transportation and information.

4. Shuttle Fare

- When possible/available, use shuttle service for transportation from airport to hotel and hotel to airport.

5. Taxi Fare

- A taxi may be used from the airport to a lodging site when a hotel limousine service is not available, if the distance is less than 10 miles, or if there is a two- to three-hour delay to get a State pool vehicle.

11. Transportation Expenses for Non-state Applicants Called for an Interview (DPA Rule 599.634)

DPA allows for expenses not to exceed ground transportation costs of non-State applicants who are called for interviews. Payments must be approved in advance by the appointing power. Requests must meet the following conditions:

- The request must be submitted prior to the actual travel date. Include the following information:
  - The name and address of applicant;
  - The approximate amount of the anticipated expenses, including tax (payment may not exceed the current State rates);
  - The reason(s) why it is necessary to call the applicant for the interview; i.e., the position is hard to fill; and
  - The name of the position is being filled.
- Attach a copy of the approved request to the applicant's travel expense claim prior to submission to the SCO.

12. Travel Advances

Travel advances may be requested from the region office, unit or DAO and will only be issued upon completion of the Request for Revolving Fund Check, AO-107. The appropriate supervisor must authorize the advance. The Director will approve advances for area and staff deputies.

Travel advances will be granted only when the use of personal funds will be a hardship upon the employee.

Travel advances are only given for the anticipated cost of the travel.

Travel advances must be repaid within 30 calendar days from the date of travel completion. Advances not paid are reported as IRS taxable income.

If the travel claim is in excess of the advance, a Revolving Fund check will be issued to the employee for the excess amount.

If the travel claim does not cover the full amount of the advance, a check or money order must be submitted with the claim covering the difference.

If the trip is cancelled and no expenses are claimed, the original travel advance check, personal check, money order or cash for the full amount of the advance must be returned to the issuing unit by the next working day.

Outstanding advances will be deducted from a separating employee's final paycheck.

13. Receipt Guidelines

- Receipts: Employees must furnish original receipts when claiming reimbursement for lodging, transportation, training expenses, professional dues, licenses and fees, and the purchase of airline tickets. Receipts should be pre-printed with the name of the business.
- Lost Receipt: If a required receipt is lost, a duplicate receipt **must** be obtained, otherwise it is not reimbursed.
- Odd-Sized Receipts: If there are receipts that are small in size, staple and label the small receipts to a blank 8 1/2" x 11" sheet of paper. Attach to the travel expense claim.
- Airline, Training, Vehicle Rental Receipts: Attach these vouchers or receipts to the claim. Airline receipts can be turned in separately if charged to the State. Requests for payment when an employee pays the airfare must be attached to the claim.
- Receipts Required: Receipts are required for the following:

    1. Business telephone calls over $5.00 (show the reason for the call, place, and party called),
    2. Parking fees in excess of $10.00;
    3. California State corporate charge card (American Express) or cash purchases of airline tickets;
    4. Airline tickets (passenger receipts - these are retained by the accounting office to match the airline or travel agent's bill);
    5. Actual lodging expenses for in-state or out-of-state travel;
    6. Business related meals;
    7. Gas for rental and State vehicles;
    8. Secondary vehicle rentals paid by employees without using General Services cards; and
    9. Legal or business expenses over $1.00.

- Receipts Not Required: Receipts are not required if less than $10.00 for the following:

  1. Streetcar, ferry fares, bridge and road tolls; local transit, taxi, shuttle or hotel bus and parking; and
  2. Business telephone calls under $5.00.

14. Training Classes

- A TR-7, Training Request must be on file.
- The supervisor or manager must have approved it.
- After completion of training, one copy of the TR-7, receipts or canceled checks for the reimbursable costs, and proof of satisfactory completion or verification by the employee's supervisor that the training was satisfactorily completed must be submitted with the Travel Expense Claim. This copy must have the employee's certification of completion and the manager's approval for payment in the lower portion of the form.
- An employee who does not successfully complete a career-related course or leaves the department before completion will not be eligible for reimbursement.

15. Board Member Travel

- Establish headquarters address.
- Travel Expense Claim must be sent to DAO – Revolving Fund for reimbursement.

16. VIP Meal Reimbursement

To be eligible for a VIP Meal reimbursement, the following conditions must occur:

- May not be claimed if performed at any CAL FIRE office or site.
- Reported as taxable income
- Time frames:

  Breakfast: work begins at or before 0600 and ends at or after 0900
  Lunch: work begins at or before 1100 and ends at or after 1400
  Dinner: work begins at or before 1600 and ends at or after 1900

- If FY 2004, receipts for actual expenses must be submitted.

17. Long Term Travel Assignment

When travel exceeds 30 days, the long term travel assignment must be approved in writing by the Region Chief.

18. Out-of-state/country Travel

- All out-of-state/country travel must be approved in advance of the trip. All known expenses must be encumbered. This includes the travel agency administrative charge for commercial air transportation. Blanket approval by the Governor's office gives a department the authority to approve any of the out-of-state trips listed on their travel plan. Attach approved copy of STD. 257 to the TEC.

Out-of-state fires:

- STD. 257 must be submitted to Fire Protection for approval.

State Vehicle:

- State vehicles may be used for bordering-state travel if it is in the State's best interests.

Privately owned Vehicle:

- Personal vehicles may be used. Reimbursement shall be the lesser of mileage or airfare. If an employee chooses to use a private vehicle and the travel time exceeds what would have been expended if air travel had been used, the employee should be charged vacation or compensating time off for the excess.

Rental Vehicles:

- Refer to current Department of General Services Management Memo for vehicle rental and information.

Weekend Travel:

- Reimbursements for Saturday and Sunday travel will be made when adequate justification is provided on the Travel Expense Claim.

Trip Substitution:

- A new trip may be substituted for the one in the original approved blanket if the new trip remains the same or higher priority than the original trip, or if the expected benefit from the new trip is the same or greater than the original trip.

Hotel

- The state has no contract or maximum amounts for rates. The claimant must use good judgment in order to receive reimbursement from the SCO.

Payment:

- Any payments or advances must be submitted to DAO Revolving Fund Unit for processing

Attachments:

- Flight itinerary even if paid by another source
- Rental car contract

Rates for meals and incidentals:

- Out – of – state: same as in – state travel.
- Out – of – country: Refer to the rates published by U.S. Dept of State. Contact CAL FIRE Travel Coordinator.

(see next section)

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(see Forms or Forms Samples)