

Travel Guidelines for WREGIS Committee Meetings

TRAVEL PROGRAM

All items claimed are to be for the ACTUAL AMOUNT OF EXPENSE up to the maximum allowed. There are no flat rate reimbursements. If the provisions below do not require submission of a receipt for a given item of expense, it is your responsibility to retain receipts and other records of the expense and have them available for audit.

Lodging and meals that are either provided by the State, included in hotel expenses or transportation costs such as airline tickets, or otherwise provided, shall not be claimed for reimbursement.

Angela Gould's approval is required before any reservations are made for airfare, rental cars, and lodging. Please keep this travel authorization as part of your records and include a copy with your receipts. In order to be reimbursed, you must also indicate when you began and ended travel (dates and times).

MEALS AND INCIDENTALS – SHORT TERM TRAVEL

You may be reimbursed for the ACTUAL EXPENSES (no reimbursement will be given without a receipt) for breakfast, lunch, dinner, and incidentals (no receipt needed for incidentals) for each 24 hours of travel as follows:

Breakfast	up to \$ 6.00
Lunch	up to \$10.00
Dinner	up to \$18.00
Incidentals	up to \$ 6.00

Note: Incidental expenses include, but are not limited to, expenses for laundering and pressing of clothing, and tips for services such as porters and baggage handlers. Incidentals do not include taxicab fares, lodging taxes, or the costs of telegrams or telephone calls.

A. Short-Term Travel Time Frames

1. On the first day of travel at the beginning of a trip of more than 24 hours:
 - a. Trip begins at or before 6 a.m. – breakfast may be claimed
 - b. Trip begins at or before 11 a.m. – lunch may be claimed
 - c. Trip begins at or before 5 p.m. – dinner may be claimed
2. On the fractional day of travel at the end of a trip of more than 24 hours:
 - a. Trip ends at or after 8 a.m. – breakfast may be claimed
 - b. Trip ends at or after 2 p.m. – lunch may be claimed
 - c. Trip ends at or after 7 p.m. – dinner may be claimed

B. Travel of Less Than 24 Hours

1. For continuous travel of LESS than 24 hours, you will be reimbursed for actual expenses up to the maximum as follows:

- a. Travel begins at or before 6 a.m. and ends at or after 9 a.m. – breakfast may be claimed
- b. Travel begins at or before 4 p.m. and ends at or after 7 p.m. – dinner may be claimed
- c. If the trip extends overnight, receipted lodging may be claimed. No lunch or incidentals may be claimed on a trip of less than 24 hours.

LODGING RECEIPTS

All lodging reimbursements require a receipt from a commercial lodging establishment such as a hotel, motel, or bed and breakfast inn. No lodging reimbursements will be given for stays with friends or relatives, but actual expenses for meals and incidentals can still be claimed.

The State will reimburse actual receipted lodging up to \$84.00 plus tax, except for the following: when required to obtain lodging in the counties of Los Angeles and San Diego, reimbursement will be for actual receipted lodging to a maximum of \$110.00 per night plus tax; when required to 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 per night plus tax; when required to obtain lodging in a state other than California, reimbursement will be for the actual expense with a receipt (subject to prior Commission Project Manager approval). When making the reservation, you must ask for the state rate, not the government rate. Also, not all hotels allow an exemption on the sales tax for room rentals to state employees and their contractors, so you must ask each hotel before you make your reservation. The State Controller's Office will not accept online invoices, so lodging reservations must be made over the phone or in person.

RECEIPTS

Receipts or vouchers shall be submitted for every item of expense of \$25.00 or more, with the increased restrictions (receipts required at a lower expense threshold) detailed below:

- A.** Receipts are required for every item of transportation and business expense incurred as a result of conducting State business except for ACTUAL EXPENSES (can be reimbursed for more than the following amounts with a submitted receipt) as follows:
 - 1. Railroad and bus fares of less than \$25.00 when travel is wholly within the State of California.
 - 2. Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of \$10.00 or less for each continuous period of parking or each separate transportation expense noted in this item.
 - 3. Telephone, telegraph, or other business charges related to State business of \$5.00 or less.

4. In the absence of a receipt, reimbursement will be limited to the non-receipted amount above.
- B.** Reimbursement will be claimed only for actual necessary expenses noted above. Regardless of the above exceptions, the approving officer (Angela Gould) may require additional certification and/or explanation in order to determine that an expense was actual and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed.

MILEAGE

You may claim and be reimbursed according to the most current expense form

TRANSPORTATION BY PRIVATELY OWNED AUTOMOBILE

- A.** No reimbursement of transportation expense shall be allowed any passenger in any vehicle operated by another state officer, employee, or member.
1. Expenses arising from travel between home and headquarters or garage shall not be allowed regardless of your normal mode of transportation.
 2. When a trip is commenced or terminated at your home on a regularly scheduled work day, the distance traveled shall be computed from either your residence or headquarters, whichever shall result in the lesser.
 3. However, if you commence or terminate travel on a regularly scheduled day off, mileage may be computed from your residence.
- B.** Where your use of a privately owned automobile is authorized for travel to or from a common carrier terminal, and the automobile is not parked at the terminal during the period of travel, you may claim double the number of miles between the terminal and your headquarters or residence, whichever is less, while you occupy the automobile for the distance between the terminal and your residence or headquarters. If you commence or terminate travel one hour before or after your regularly scheduled work day, or on a regularly scheduled day off, mileage may be computed from your residence.
- C.** All ferry, bridge, or toll road charges will be allowed with any required receipts.
- D.** All necessary parking charges while on state business will be allowed, with any required receipts, for:
1. Day parking on trips away from your headquarters and primary residence.
 2. Overnight public parking on trips away from your headquarters and primary residence, except that parking shall not be claimed if expense-free overnight parking is available.
 3. Day parking adjacent to either a headquarters office, a temporary job site, or training site, but only if you had other reimbursable private or state automobile expenses for the same day. You may not prorate weekly or monthly parking fees.
- E.** Gasoline, maintenance, and automobile repair expenses will not be allowed.
- F.** The mileage reimbursement rates include the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover the reasonable value of the automobile, less a deductible.

When a privately owned automobile operated by a state officer, agent, or excluded employee is damaged by a collision or is otherwise accidentally damaged, reimbursement for repair or the deductible to a maximum of \$500.00 will be allowed if:

1. The damage occurred while the automobile was used on official state business by permission or authorization of the employing agency; and,
2. The automobile was damaged through no fault of the state officer, agent, or employee; and,
3. The amount claimed is an actual loss to the state officer, agent, or employee, and is not recoverable directly from or through the insurance coverage of any party involved in the accident; and,
4. The loss claimed does not result from a decision of the state officer, agent, or employee not to maintain collision coverage; and,
5. The claim is processed in accordance with the procedures prescribed by the Department of Personnel Administration.

TRANSPORTATION BY RENTAL CAR

The State will reimburse expenses for an economy car up to \$32.39 per day plus surcharges (surcharges based upon \$32.39 cost) for any legitimate rental car company with a receipt. As most car rentals cost significantly more than \$32.39, however, we recommend you take a taxi or airport shuttle.

Rental car reservations can be made online.

The State will not pay for limousine services.

TRANSPORTATION BY AIRPLANE

There is no price cap for airfare, but the State will only reimburse coach class air travel.

Airplane reservations may also be made online.