

**CALTRANS TRAVEL TIP 2003-04**  
**TRAVEL EXPENSE CLAIM CHECKLIST**  
**(February 19, 2003)**

This note has been approved by Cindy McKim, Chief of the Division of Accounting, to be sent to All Caltrans E-Mail Users by the Travel Policy Section. The Caltrans Travel Tip is intended to communicate the Department's travel policies quickly and efficiently to all Caltrans employees.

Have you ever had your travel expense claim (TEC) returned or payment delayed?  
Have you ever forgotten to include proper supporting documentation or obtain approving signatures?

Below is a checklist of the most common mistakes that employees make when completing a TEC. To ensure the smooth processing of your TEC, please remember to check these items before submitting your TEC for payment.

Remember to...

Sign the TEC and obtain necessary approving signatures (**must be in ink**).

- Employee's signature
- Supervisor's signature
- Additional approving signature (box 17) when business expenses exceeds \$25.

Attach required receipts (**original plus one copy**).

Ensure lodging receipts are appropriate. Receipt should be:

- Preprinted
- Include business name
- Business address
- Business phone number
- Itemized (room, tax, call, etc)
- Indicate a zero balance

Provide complete and accurate cost coding (source district and unit, charge district, expenditure authorization, subjob and special designation, when applicable, FAE, and agency object code).

Submit a valid fa0302 Travel Expense Claim (TEC) available through Caltrans Electronic Forms (CEFS) at <http://adsc.caltrans.ca.gov/CEFS/>. **The original claim plus one copy is required.**

**Note: Submitting TEC forms that have been altered to meet individual needs is prohibited by the Department of Personnel Administration and**

**the State Controller's Office. Altered forms will be returned to the employee.**

For more information regarding the Department's travel policies; please visit the Caltrans Travel and Expense Guide located at <http://adsc.caltrans.ca.gov/ASC/travel/>.

If you have any questions or require further information, please call the Travel Information Line at (916) 227-9061 or CALNET 498-9061 between the hours of 9:00 am - 12:00 p.m. and 1:00 p.m. - 3:00 p.m.

**For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert Petrissans at [Gilbert\\_Petrissans/HQ/Caltrans/CAGov@DOT](mailto:Gilbert_Petrissans/HQ/Caltrans/CAGov@DOT) or Nancy Ledesma at [Nancy\\_Ledesma/HQ/Caltrans/CAGov@DOT](mailto:Nancy_Ledesma/HQ/Caltrans/CAGov@DOT). TTY users may also call 711 or 1-800-735-2922.**

Happy travels.



***Cal T. Rans***  
Your Partner in Travel