

***SUPERSEDED BY CALTRANS TRAVEL TIP 2005-03***

**CALTRANS TRAVEL TIP 2003-06  
THIRD PARTY TRANSACTIONS -- CRITICAL  
(March 12, 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.

**Please distribute this information to employees who do not have access to Lotus Notes.**

This Tip is being sent to clarify the policy regarding the use of third party companies (i.e., Hotel.com, Hotwire, Travelocity, etc) when securing lodging, car rentals, and air flights while traveling on official state business.

The Department of Personnel Administration (DPA) and the State Controller's Office (SCO) **prohibits** the use of third party transactions. These types of transactions do not meet the State's Accountable Plan because there is not a direct relationship between the employee and the establishment providing the service.

**Effective immediately all travel arrangements made through Internet companies are prohibited.**

The SCO has agreed to reimburse employees who used a third party company to secure travel arrangements if the employee:

- Has already taken the trip and has not submitted a travel expense claim for reimbursement **or**
- Has committed to travel accommodations for future travel dates through April 15, 2003.

To be reimbursed, employees **must** take the following action to ensure reimbursement:

- Submit all travel expense claims to the Travel Payments Section by April 18, 2003. **All TECs received after the April 18, 2003 cutoff will be returned to the employee with instructions to file a Board of Control Claim.**

- Staple the attached cover sheet to the front of your travel expense claim if your claim contains receipts from a third party company.
- Include supporting documentation indicating that the service was used. This would include a hotel receipt, an airline itinerary, and a rental car receipt. The dates of the supporting documentation must agree with the dates indicated on the third party invoice.

For additional travel policies, please visit the Caltrans Travel and Expense Guide at <http://adsc.caltrans.ca.gov/ASC/travel/>.

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

Happy travels.



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

**EXPEDITE**

**ATTENTION: TRAVEL PAYMENT SECTION**

**SUBJECT: THIRD PARTY COMPANY RECEIPTS ATTACHED**

**DEADLINE: APRIL 18, 2003**