

SUPERSEDED BY CALTRANS TRAVEL TIP 2005-03

**CALTRANS TRAVEL TIP 2004-07
THIRD PARTY TRANSACTIONS – REMINDER
(March 30, 2004)**

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.

Managers and supervisors are responsible for providing this information to their employees without a Lotus Notes account.

As a reminder, the Department of Personnel Administration (DPA) and the State Controller's Office (SCO) **prohibit** the use of third party transactions (i. e., Travelocity.com, Hotels.com, Expedia.com, etc.) when securing lodging, car rentals, and airline tickets. 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.

Although this information was communicated in March 2003, we continue to see third party transactions on travel expense claims. Consequently, all travel expenses purchased through third party companies and claimed on a travel expense claim cannot be reimbursed.

For additional travel policies, please visit the Caltrans Travel and Expense Guide at <http://www.dot.ca.gov/hq/asc/travel/index.htm>.

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 or Nancy Ledesma at Nancy_Ledesma@dot.ca.gov. TTY users may also call 1-800-735-2922.

Happy travels.



Cal T. Rans

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