

**CALTRANS TRAVEL TIP 2004-10  
TRAVEL EXCEPTION REQUESTS  
(April 16, 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) requires all travel exception requests to be submitted and approved by the Department's Travel Policy Section in writing **prior** to the date of travel.

The Travel Policy Section has received an increase in exception requests submitted after travel has occurred. **These exception requests cannot be approved.** Without an approved exception request, employee travel expenses will either not be reimbursed or reimbursed at a reduced rate in accordance with DPA and the employee's bargaining unit contract.

Exception requests will be considered for approval when the request is submitted in writing to the Travel Policy Section a minimum of 10 days prior to the trip or when circumstances are known. All travel exception requests are considered on a case by case basis. An exception request is required for the following activities:

- Exceptions to exceed the maximum lodging rate.
- Exceptions to the 50-mile rule.
- Extensions of short-term subsistence rate beyond 30 days.
- Relocation.
- Payment of subsistence in excess of three days while on sick leave and travel status.
- Payment of expenses of non-state applicants called for interview.

For detailed instructions on how to submit an exception request, please visit Chapter 6 of the Caltrans Travel Guide located at:  
<http://www.dot.ca.gov/hq/asc/travel/exceptions.htm>.

**Supervisor Responsibility:**

- Understand the Department of Personnel Administration's travel rules and regulations, the Department's travel policies detailed in the Caltrans Travel

Guide, and the employee's Business and Travel Expense provisions detailed in their bargaining unit contract.

- Ensure business travel is conducted in the most cost-effective manner by minimizing travel cost through responsible planning and scheduling of activities.
- Submit approved exception requests to the Travel Policy Section for consideration.

### **Employee Responsibility:**

- Understand the Department of Personnel Administration's travel rules and regulations, the Department's travel policies detailed in the Caltrans Travel Guide, and your Business and Travel Expense provisions detailed in your bargaining unit contract.
- Obtain approved exception request from supervisor prior to traveling.
- Include copy of approved exception request with travel expense claim for reimbursement.

If you have questions or require additional information, please contact either Gilbert Petrissans at (916) 227-9079 CALNET 498-9079 or Heidi Petersen at (916) 227-9330 CALNET 498-9330.

**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/HQ/Caltrans/CAGov@DOT. TTY users may also call 1-800-735-2922.**

Happy Travels.



***Cal T. Rans***

Your Partner in Travel