

CALTRANS TRAVEL TIP 2004-11
YEAR END TRAVEL INSTRUCTIONS REVISION
(May 24, 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.

Please be advised that there have been changes to some of the critical dates on the Fiscal Year End Closing memorandum that was sent to all employees on April 12, 2004. The following changes were initiated by the State Controller's Office and may have an impact on you:

- Any FY 01/02 TECs not processed by June 7, 2004 must be paid from a current year appropriation if there is a current year appropriation available for the same purpose. If there is no current year appropriation available for the same purpose, the TECs must be submitted to the Victim's Compensation and Government Claims Board.
- A delay in signing the 2004/05 Budget Act will prevent the Division of Accounting (DofA) from issuing any travel advance checks after June 30, 2004.

For more information on the Revised Fiscal Year End Closing memorandum dated May 21, 2004, please go to the DofA website at:
<http://onramp.dot.ca.gov/hq/accounting/>

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

Happy Travels.



Cal T. Rans

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