

CALTRANS TRAVEL TIP 2004-16
FRINGE BENEFITS/EMPLOYEE BUSINESS EXPENSES TAX REPORTING
(October 19, 2004)

This note has been approved by Clark Paulsen, Acting 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.

The Internal Revenue Service (IRS) and the State Controller's Office require all cash reimbursements for Fringe Benefits / Employee Business Expenses be reported on Form W-2, Wage and Tax Statement, **for the tax year in which the reimbursement was paid.**

The due date to submit travel expense claims (TECs) with Fringe Benefits / Employee Business Expenses for tax year 2004 is **Wednesday, November 10, 2004.** Employees electing to submit these TECs after November 10, 2004 may receive a Corrected W-2 Wage and Tax Statement (Form W-2C).

To avoid receiving a Form W-2C, employees submitting TECs with Fringe Benefits / Employee Business Expenses after November 10, 2004, must submit the TEC to the Division of Accounting, Travel Payments Section **after December 31, 2004.** The TECs will be reimbursed after January 1, 2005 and the Fringe Benefits / Employee Business Expenses will be reported to the State Controller's Office as income for tax year 2005.

Common Fringe Benefits/Employee Business Expenses include:

- Call back/overtime mileage
- Overtime meals
- Meals for travel less than 24 hours
- Long-term assignment travel exceeding 1-year (Over 365 Days)
- Private aircraft mileage
- Travel within 50 miles from home and/or headquarters (requires Division of Accounting approval)
- Travel advance balances in excess of 90 days
- Employee relocation
- Mileage in excess of 34 cents a mile (specialized vehicles)

If you have any questions regarding Fringe Benefits / Employee Business Expenses, please contact Katie Kennedy at (916) 227-8652 or Gilbert Petrissans at (916) 227-9079.

For question regarding the status of your Travel Expense Claim, please contact the Travel Information Hotline at (916) 227-9061.

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

Happy Travels.



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