

**CALTRANS TRAVEL TIP 2005-01  
TRAVEL EXCEPTION REQUESTS  
(January 25, 2005)**

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.

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

As stated in the Caltrans Travel Tip issued on April 16, 2004, the Department of Personnel Administration (DPA) requires all travel exception requests be submitted and approved **prior** to the date of travel.

DPA delegated the authority to approve travel exception requests to the Travel Policy Section. The delegation requires all travel exception requests to be approved prior to the date of travel. Neither the Department nor DPA has the authority to approve exception requests after travel has occurred.

The Travel Policy Section continues to receive travel exception requests after the fact. **These exception requests will not be approved.** Without an approved exception, employee travel expenses will be denied 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 travel or as soon as circumstances are known. All travel exception requests are considered on a case by case basis.

The Travel Policy Section can partner with you in determining whether or not a travel policy may be violated and assist you in considering alternative solutions. To effectively consider all the facts and circumstances in a situation, the Travel Policy Section relies on supervisors and managers to communicate travel situations in advance.

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.](#)

\*The Travel Policy and the Travel Payments Sections uses [www.mapquest.com](http://www.mapquest.com) to ensure compliance to the 50-mile rule.

As a reminder, the [Caltrans Travel Guide](#) details the Department's travel policies and is consistently updated with current information.

### **Supervisor Responsibility:**

**Failure to adhere to these responsibilities will jeopardize reimbursement of the employee's travel expenses.**

- Be aware that DPA delegated the authority to approve or deny travel exception requests to the Travel Policy Section. Supervisors cannot approve travel exception requests.
- Understand DPA 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 exception requests to the Travel Policy Section for consideration **prior to the date of travel.**

### **Employee Responsibility:**

**Failure to adhere to these responsibilities will jeopardize reimbursement of travel expenses.**

- Be aware that DPA delegated the authority to approve or deny travel exception requests to the Travel Policy Section. Supervisors cannot approve travel exception requests.
- Understand DPA 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.
- Verify with your supervisor that the Travel Policy Section approved the exception request **prior to traveling.**
- Include a copy of the approved exception with the travel expense claim for reimbursement.

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

**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 at [Nancy\\_Ledesma/HQ/Caltrans/CAGov@DOT](mailto:Nancy_Ledesma/HQ/Caltrans/CAGov@DOT). TTY users may also call 1-800-735-2922.**

Happy Travels.



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