

CALTRANS TRAVEL TIP 2005-02
ELIMINATION OF SOCIAL SECURITY NUMBER ON TRAVEL FORMS
(February 11, 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.

Effective February 22, 2005, social security numbers will no longer be used on travel related forms. Employees submitting travel related forms will be required to provide their employee identification number on the forms. The effective date will allow sufficient time to implement the new process by the first of the month.

The change is being made to protect an employee's personal information and to minimize the threat of identity theft.

The six-digit employee identification number is the same number used to access CT Pass (without the "s").

Forms impacted by this change include:

- Travel Advance Request, FA0018
- Personal Use of State Vehicle One Way Commuting and/or Round Trip, PM0041
- Cash Expenditure Voucher, FA0202
- Authorization to Use Privately Owned-Vehicles on State Business, FA-0205A
- Travel Expense Claim, FA0302

The revised forms are attached below and available on the [Caltrans Electronic Forms System](#). You may continue to use the old forms, however, please ensure that the employee ID number is used in the Social Security Number field to avoid delays processing your claim.

If you have any questions, please contact either Nancy Ledesma at (916) 227-9092 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 or Nancy Ledesma/Nancy_Ledesma/HQ/Caltrans/CAGov@DOT. TTY users may also call 1-800-735-2922.

Happy travels.



Cal T. Rans

Your partner in travel