

**Caltrans Travel Tip 2006-02**  
**Professional Engineers and Land Surveyors License Renewal**  
March 9, 2006

This note has been approved by Clark Paulsen, 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 Division of Accounting and the Department of Consumer Affairs (DCA) California Board of Professional Engineers and Land Surveyors have worked together to develop a receipt that employees can use to support a claim requesting reimbursement of their professional engineer or land surveyor license renewal. By using this receipt, employees will not be required to request a receipt from the DCA or provide copies of cancelled checks when requesting reimbursement for the renewal fees.

Effective immediately, when an employee receives their license renewal, the transmittal containing the renewal card will indicate the amount that the employee paid to renew the license. The transmittal can be used as the employee's receipt when submitting an approved travel expense claim for reimbursement. This process applies only for renewals and does not apply to professional engineer or land surveyor exams.

To request reimbursement, employees must submit an original and one copy of an approved Travel Expense Claim, Std 0302 **and** two copies of one of the following options:

1. The Department of Consumer Affairs Transmittal indicating the amount paid (see sample below) **or**
2. Cash receipt provided by the Department of Consumer Affairs **or**
3. The renewed license and the canceled check used to pay the renewal.

All approved travel expense claims should be sent to the Travel Payment Section, Mail Stop 25.

For more detailed information regarding reimbursement of Professional Exams, Licenses, and Dues, please visit [Chapter 9](#) of the [Caltrans Travel Guide](#).

Happy Travels



**Cal T. Rans**

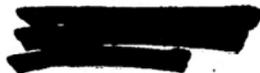
Your Partner in Travel



**BOARD FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
2535 Capitol Oaks Drive, Suite 300, Sacramento, CA 95833-2944  
(916) 263 2222 fax (916) 263-2246  
www.dca.ca.gov/pels



January 5, 2006



Attached is your pocket identification card. Please sign the back and carry it with you at all times.

Name  
[Redacted]  
License Number  
[Redacted]  
Expiration Date  
**DECEMBER 31, 2007**  
Receipt Number  
**33900011**  
Amount Paid  
**\$125.00**

place pocket identification card here

**This is your receipt. Please save for your records.**

**IMPORTANT**

- Please include your license number on any correspondence to this office.
- Notify the Board of any name or address change in writing.
- Report any loss of this license immediately in writing to the Board.
- Please sign back of card and carry the pocket identification card with you.