



Department of Transportation

TRAVEL INFORMATION & POLICY

Subject: Using Third Party Vendors i.e. Expedia.com, Hotels.com, etc.	Number: TIP 06-003
	Date Issued: April 11, 2006
References: Department of Personnel Administration PML 2005-021	Expires: Until Rescinded

Purpose: The Department of Personnel Administration (DPA) has provided additional clarification to the reimbursement requirements communicated in Personnel Management Letter 2005-021.

Effective immediately, employees who elect to use a third party vendor to secure hotel accommodations when traveling on State business must submit the following receipts when requesting reimbursement:

1. A receipt from the third party vendor indicating the employee's name, hotel establishment providing the service, the check-in date, checkout date, hotel rate, and taxes paid **and**
2. A receipt from the hotel that provided the service indicating the employee's name, check-in, and checkout dates.

The hotel receipt does not need to itemize the hotel rate or taxes paid to the third party vendor.

For additional travel policies, please visit the Caltrans Travel Guide.

If you have questions regarding this information, please contact Asni Tefera at (916) 227-9092.

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. TTY users may also call (800)735-2922.

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 Travel Information & Policy is intended to communicate the Department's travel policies quickly and efficiently to all Caltrans employees.