



Department of Transportation

TRAVEL INFORMATION & POLICY

Subject:	Number: 07-002
Travel Expense Claim Reimbursements	Date Issued: 07/02/2007
References:	Expires: 09/30/2007

Purpose

The purpose of this TIP is to inform the Department that the Division of Accounting has experienced significant staff turnover and an increase in Travel Expense Claim (TEC) workload within the Travel Payment Section.

As a result, the Division may exceed its normal standard of reimbursing TECs within 10 business days upon the Division's receipt of a TEC. As the section trains the new staff and works through this transition, the Department may see a delay in reimbursed TECs up to 20 business days through September 30, 2007.

The Travel Payment Section is using all available resources to reimburse TECs timely and striving to maintain the level of service that the Department is accustomed to receiving.

Thank you for your patience and cooperation during this time.

If you have questions regarding this information, please contact Gilbert Petrissans at (916) 227-9079 or Iris Bettencourt at (916) 227-9858.

Please visit [Caltrans Travel Guide](#) for the Department's detailed travel policies.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert_Petrissans@dot.ca.gov. TTY users may also call (800) 735-2922.

This Travel Information & Policy has been approved by Clark Paulsen, Chief of the Division of Accounting, to be sent to all Caltrans employees with a Lotus Notes account. Supervisors are responsible for providing a hard copy of this information to their employees that do not have a Lotus Notes account.