



Subject Trip Approval Requirements	Number: TIP 08-005 <hr/> Date Issued: October 3, 2008
References: Caltrans Travel Guide	Expires: Until Rescinded

Purpose:

The purpose of this Travel Information & Policy TIP is to provide travelers with approval guidelines and requirements for trip requests submitted during:

- Normal business hours
- Outside normal business hours
- Emergencies

Trip Requests Submitted During Normal Business Hours

Due to airline mandates and to prevent fees in excess of flight costs, trip requests submitted via ResX during normal business hours must be approved by a supervisor no later than 4:45 p.m. the same business day. While normal business hours are 8:00 a.m. – 5:00 p.m. Pacific Time Monday through Friday, approval is required by 4:45 p.m. to facilitate ticketing by 5:00 p.m. If the approving supervisor is not available to approve a trip request by 4:45 p.m., the traveler should find an alternate supervisor from their District’s/Unit’s list of authorized ResX approvers and the alternate must approve the trip by 4:45 p.m.

Important! If the trip request is not approved by 4:45 p.m. within the same business day, the trip request will automatically be cancelled. Travelers are then required to re-submit their trip request data in ResX.

Trip Requests Submitted Outside Normal Business Hours/Emergencies

Trip requests that must be submitted after normal business hours or during emergencies are not reserved via ResX. The trip request is processed manually by faxing an approved Request For Travel Ticket (Form FA0008) to the Department’s travel agency, Carlson Wagonlit Travel. The fax number is (866)-248-2910. The travel agency will not process any such trip requests without a supervisor’s approval; therefore, it is necessary for travelers to coordinate with a supervisor and obtain approval prior to submission of a request to the travel agency. Please note that travelers should avoid use of this process whenever possible by planning travel needs in advance and using ResX during normal business hours.

The Request For Travel Ticket Form is available via this link to the Travel Guide: http://www.dot.ca.gov/hq/asc/travel/ap_e/form.htm

If it is not possible to submit an approved Request For Travel Ticket Form (FA0008) after normal business hours or during emergency, the traveler must contact the travel agency by phone at 1-866-299-7374 and provide the travel agency a personal credit card number. The cost for the trip will be charged to the personal credit card and will be reimbursed via the Travel Expense Claim process (also requiring supervisory approval).

**Additional
Reservation
Information**

For further information regarding travel reservations, please see Chapter 10 of the Department's Travel Guide:

<http://www.dot.ca.gov/hq/asc/travel/ch10.htm>

If you have questions regarding this information, please contact Asni Tefera at (916) 227-9330.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats.

To obtain such services, please e-mail iris_bettencourt@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.