Department of Transportation

TRAVEL INFORMATION & POLICY

Subject: Verification and Reporting of Travel Expenses (Amendment)	Number: TIP 09 – 001A Date Issued: May 15, 2009
References: Department of Personnel Administration PML 2009-018	Expires: Until Rescinded

Purpose

In April 2009, Caltrans Travel TIP 09-001 was issued to notify employees of mandated changes to state travel policy. There were a number of questions about the policy change and the purpose of this amendment is to clarify when the instructions in TIP 09-001 apply to travel (to view the TIP, please access the link below).

http://www.dot.ca.gov/hq/asc/travel/ap_d/2009.htm

What has changed since the issuance of TIP 09-001?

The policy itself has not changed. This amendment clarifies who is impacted by the policy and when they are impacted. The instructions in the original TIP still apply to situations in which employees are on travel status as described below.

When are employees on travel status?

Employees are on travel status when their job requires them to conduct work a minimum of 50 miles or more from their home and headquarters and they are entitled to per diem and payment for other business expenses required for the travel. Employees may also be on travel status within 50 miles of their home and headquarters if they are approved by the Division of Accounting for a 50 mile limit travel exception.

Employees are not on travel status when in the course of a routine workday they are using transportation paid for by the state to conduct business away from their workplace but they are not entitled to per diem. In these cases there is no need to submit a TEC. Examples of situations where a TEC is **not** required:

- When Maintenance Crews, Resident Engineers or other employees are assigned Departmental vehicles to conduct routine work that is within or exceeds 50 miles from their workplace but they are not on travel status while conducting this work. It is a normal part of their job to use a state vehicle but return to their workplace at the end of their shift.
- When employees who are not on travel status use a cab, public transportation or another form of transportation paid for by the state to conduct business such as attending a local meeting.

How does the policy impact Contractors and Consultants?	The new policy applies to consultants/contractors in the same manner as it does to state employees. If a consultant/contractor is assigned to a permanent location as part of their contract, related living expenditures paid via the contract payment process are not reported via a claim form (FA 1301) because the contractor/consultant is not on travel status. If the consultant/contractor must travel from the routine job site to conduct business related to the contract, then the related state paid costs are to be reported on an FA 1301.
Zero Dollar TECs	As stated in TIP 09-001; in some cases the new DPA policy results in the need to complete a TEC that has a zero total. This is required for employees on travel status only.
Examples of how to complete TECs impacted by the new policy	See the third page of this TIP for examples of how this policy change impacts TECs.

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 asni_tefera@dot.ca.gov. TTY users may also call (800) 735-2922.

Examples:

TRAVEL EXPENSE CLAIM

FA-0302 (REV 1/2008) Front CT #7541-0620-9

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PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.

See Instructions On Reverse Side

CLAIMANT'S NAME *(First, MI, Last)*			CALTRANS EMPLOYEE ID NUMBER	CONTACT PHONE NUMBER
POSITION TITLE	B.U./M.D.		NUMERIC DIST/UNIT *(For Check to Be Sent)*	ALTERNATE PHONE NUMBER
CLAIMANT'S HOME ADDRESS			HEADQUARTERS ADDRESS	M.S.
CITY	STATE	ZIP CODE	CITY	STATE: CA / ZIP CODE

(1) MONTH/YEAR 5/2009		(3) LOCATION	(4)	(5) MEALS			(6)	(7) TRANSPORTATION					(8)	(9)
(2) DATE	TIME	Where Expenses Were Incurred	LODGING	BREAK-FAST	LUNCH	O.T., L/T, OR DINNER	INCIDEN-TALS	(A) COST OF TRANS.	(B) TYPE USED	(C) CAR FARE TOLLS, PARKING	(D) PRIVATE CAR USE MILES	(D) PRIVATE CAR USE AMOUNT	BUSINESS EXPENSE (Box 18)	TOTAL EXPENSE FOR DAY
Example 1 - Trip within 50 miles, on travel status														
15	6:30am-5pm	Sacramento - Stockton						0.00	SC					
Example 2 - Trip greater than 50 miles, same day return - on travel status														
20	6:30am-6pm	Sacramento - Oakland						0.00	RC					
Example 3 - Trip greater than 50 miles, overnight stay/short term travel														
28	6:45 am	Sacramento to Los Angeles						0.00	A					
		Sacramento							PC	P	18.00	20	11.00	29.00
		Los Angeles	110.00		10.00	18.00		0.00	RC					138.00
29	7pm	Sacramento		6.00	10.00	18.00	6.00							40.00
(10)		SUBTOTALS	110.00	6.00	20.00	36.00	6.00				18.00		11.00	207.00

(11) PURPOSE OF TRIP, REMARKS AND DETAILS *(Attach receipts/vouchers when required)*

5/15 - meeting in Stockton. 5/20 - training in Oakland. 5/28-29, conference in LA

Claim Total $ 207.00

(12) NORMAL WORK HOURS	T. CODE	SOURCE DIST	SOURCE UNIT	CHG DIST	EXP. AUTH.	SUB/JOB	SPECIAL DESIGNATION	FA	AGCY. OBJ.	AMOUNT	FY	MSA CODE
(13) WORK SCHEDULE												
(14) PRIVATE VEHICLE LICENSE #												
(15) MILEAGE RATE CLAIMED .55												

I HEREBY CERTIFY that the above line is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.

(16) CLAIMANT'S SIGNATURE		DATE
(17) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	PRINT NAME	DATE
(18) SIGNATURE AND TITLE OF AUTHORITY FOR BUSINESS EXPENSES EXCEEDING $25.00	PRINT NAME	DATE

NOTE: ORIGINAL TEC AND RECEIPTS PLUS ONE COPY MUST BE SENT TO ACCOUNTING