



# TRAVEL INFORMATION & POLICY

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| Subject:  | Number:<br><b>TIP 10-002</b>      |
| New Travel Expense Claim (TEC) Coding Requirements for Private Vehicle Mileage and Commercial Rental Vehicles | Date Issued:<br>February 18, 2010 |
| References:   | Expires:<br>Until Rescinded       |
| Executive Order S-14-09   |                                   |

**Purpose** To inform employees of a new charge coding requirement for the cost of privately-owned vehicle mileage and commercial car rental while on state business.

**Policy** In accordance with the Governor's Executive Order S-14-09, dated 7/17/09, all State departments were required to reduce the overall size of its State vehicle fleet by at least 15 percent.

In order to assess the impact of the Governor's Executive Order, employees who use a privately-owned vehicle instead of a state-owned or fleet vehicle for state business travel because a state-owned or fleet vehicle is not available are now required to use a new Special Designation Code when claiming the mileage on a Travel Expense Claim.

In addition, employees who procure a commercial rental vehicle instead of a state-owned or fleet vehicle for state business travel because a state-owned or fleet vehicle is not available are now required to use the same Special Designation code when obtaining the vehicle via the Department's travel agency. (ResX-Brooke's Travel).

**New Procedures** Employees must use Special Designation code '**6NSC**' for privately-owned vehicle mileage claimed on their Travel Expense Claim if a state-owned or fleet vehicle would have been used prior to the issuance of the Executive Order.

Employees must also use the Special Designation code of '**6NSC**' for the cost of a commercial rental car if a state-owned or fleet vehicle would have been used prior to the issuance of the Executive Order.

If you have questions regarding this information, please contact Katie Kennedy at (916) 227-8652.

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 [Katie.Kennedy@dot.ca.gov](mailto:Katie.Kennedy@dot.ca.gov). TTY users may also call (800) 735-2922.