



# TRAVEL INFORMATION & POLICY

Subject:	Number:
Signature requirement on a Travel Expense Claim when a Business Expense exceeds \$25 dollars - Third Signature Required	TIP 11-005
	Date Issued:
References:	March 25, 2011
	Expires:
Department of Personnel Administration (DPA)599.635 State Administrative Manual (SAM) 0724	Until Rescinded

**Purpose:** Employees/supervisors should ensure that the required original signatures are present on the Travel Expense Claim (TEC) prior to the submission of the TEC to the Travel Payments Section in the Division of Accounting.

When a Business Expense exceeds \$25 dollars on a TEC, a third signature is required in Box (18). This includes expenses for Conference Fees, Professional Exams/License Renewals, Bar Dues, Safety Footwear, and other travel or non-travel related business expense.

**TECs received without the required signatures will be returned to the employee in order to get the needed signatures which will delay the reimbursement to the employee.**

**Policy:** The TEC Form FA-0302 includes three signature lines:

Box (16) CLAIMANTS CERTIFICATION AND SIGNATURE – This signature certifies that expenses claimed were actually incurred and that the cost of operating your privately owned vehicle is at or above the rate claimed. The employee claiming the expense is required to sign.

Box (17) SIGNATURE OF OFFICER APPROVING PAYMENT – This signature certifies and authorizes travel; approves expenses as incurred on State business. Typically signed by first line supervisor or manager.

Box (18) SIGNATURE OF AUTHORITY FOR SPECIAL EXPENSES – This signature is required when a **business expense exceeds \$25.00**. Typically signed by first line supervisor or manager.

Box (17) and Box (18) can be signed by the same person.

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.