

First Day of Travel (Trip more than 24 hours) Trip begins at/before 6am - may claim breakfast.
Trip begins at/before 11am - may claim lunch.
Trip begins at/before 5pm - may claim dinner.

Fraction Day (After 24 hours of travel)
Trip ends at/after 8am - may claim breakfast.
Trip ends at/after 2pm - may claim lunch.
Trip ends at/after 7pm - may claim dinner.

Fraction Day (Trip of less than 24 hours) Trip must begin at or before 6am AND end at or after 9am in order to claim breakfast.
Trip must begin at or before 4pm AND end at or after 7pm in order to claim dinner.
No lunch or incidentals may be claimed, if there is no overnight stay, these meals are taxable.

Full meals included in airfare, or hotel and conference fees, or otherwise provided may not also be claimed as reimbursement. The same meal may not be claimed more than once on any date. Continental breakfasts of rolls, coffee and juice are not considered full meals.

Out-of-Country Travel (Federal Travel Regulation Chapter 301): Actual expense up to U.S. State Department Foreign Per Diem Rates in effect at the time of travel for the specific foreign location.

TRAVEL EXPENSE CLAIM (TEC)

Keep all your receipts until your claim is filed. You are responsible for your own travel arrangements and your own claim. All travel and business expenses incurred as a result of conducting State business are subject to review & verification by the approving authority. Claim form must be complete, submitted timely, with all supporting documents.

Complete Travel Expense Claim

- ✦ In-State Approval signed by Department Supervisors OR OST Approval signed by Chief of Staff & Comptroller
- ✦ CalATERS Travel Expense Claim (TEC) http://www.sco.ca.gov/calaters_global.html
- ✦ Original Receipts
- ✦ Travel Orders (SAD)
- ✦ Current STD. 261 Authorization to Use Privately Owned Vehicles on State Business

- ✦ Required Justifications (Optional)
 - STD. 255c Excess Lodging Form
 - 3 Cost Comparisons
 - Short-Term Vehicle Justification Form
 - Memorandum

Receipts and Miscellaneous: Original receipts are required for lodging, airfare, commercial automobiles, replacement of fuel, and parking over \$10.00, business telephone calls over \$5.00 and miscellaneous business expenses.

Airline and Rental Car charges must be included in CalATERS claim as Department paid.

Lodging Receipt Must Have the Following:

- ✓ hotel name
- ✓ address
- ✓ claimants name
- ✓ day- by- day itemization
- ✓ single occupancy rate
- ✓ zero balance

TRAVEL ADVANCES

Request should be submitted **two weeks** prior to the execution of travel and only one outstanding travel advance is authorized at a time. (SAM 8116 & 8116.1)

Complete Travel Advance Claim

- ✓ CalATERS Travel Advance Summary Sheet
- ✓ Request for Travel Advance Form
- ✓ In-State Approval signed by Department Supervisors OR OST Approval signed by Chief of Staff & Comptroller
- ✓ Memorandum for Travel Advance
 - Advances are authorized for 80% of the estimated expenses.

Additional advances will not be allowed if the employee does not submit a TEC or return the excess advance amount within 10 days of each trip.

Travel Advance POC: (916) 854-3049

State of California Military Department

State Travel Quick Reference Guide



April 3, 2018

Rates, time frames, and requirements in this pamphlet are applicable to all represented and excluded employees. Additional details applicable to the travel reimbursement program may be found in the followings: Military Department's Travel Procedures, Transportation, and Travel Handbook, the State Administrative Manual, and California Department of Human Resources (CalHR) Rules.

Military Department Travel Contacts

Travel Administrator:	(916) 854-3375
Out-of-State Travel Approval:	(916) 854-3862
Travel Advance:	(916) 854-3049
Supervisor:	(916) 854-3589
J8 - Emergency Finance:	(916) 854-3679

CALIFORNIA STATE TRAVEL PROGRAM

All travel related information located on the portal: <https://ngcaportal.ng.army.mil/sites/cajssc/Travel/default.aspx>

Military Department Travel Department located:

Joint Forces Headquarters (JFHQ)
State Comptroller – Travel
9800 Goethe, Road, Box 43
Sacramento, CA 95827
916-854-3551

Conditions for Travel: Authority for an employee to travel must be granted by the employee's supervisor in advance, prior to the employee entering travel status. Meals and lodging will not be allowed at any location within 50 miles of the employee's home or headquarters. Exceptions require additional approval by the Military Department under these conditions (Memorandum).

Approval Process: In-State/Out-of-State (OST) Travel Approval form must be approved by the Chief of Staff prior to the trip taking place. Additionally the Out-of-State Travel Approval form must be approved by the Comptroller.

Out-of-State Travel POC: (916) 854-3862

LODGING

Out of State Travel/Out of Country Travel: InState lodging rates do not apply. Actual expense supported by receipt.

Lodging Reimbursement Rates - In State: Employees who incur approved overnight lodging expenses at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc. Must provide a receipt to claim reimbursement, **no exceptions** (CalHR).

The rate of reimbursement is as follows:

- All California counties not listed below actual expense up to **\$90/night**
- Sacramento, Napa, Riverside **\$95/night**
- Marin **\$110/night**
- Los Angeles, Orange, Ventura & Edwards AFB, excluding the city of Santa Monica **\$120/night**
- San Diego, Monterey County **\$125/night**
- Alameda, San Mateo, and Santa Clara **\$140/night**
- City of Santa Monica **\$150/night**
- San Francisco **\$250/night**

Excess Lodging

- ✓ **Excess Lodging Request / Approval form** (STD. 255C) must be completed prior to the trip taking place.
- ✓ Claimant must include a record of at least 3 attempts to locate a room at the state rate.
- ✓ Advance CALHR approval is required for lodging rates that exceed the delegated reimbursement rates.

TRANSPORTATION

Reimbursement for travel will only be for the method of transportation that is in the best interest of the State, considering both the direct cost and the employee's time. When an employee chooses a method of transportation that is more costly than the normal method of travel, i.e. driving a personal vehicle instead of flying or using a rental car, the employee will be reimbursement at the lower amount. **TIP:** Book travel 21-30 days prior to receive the lowest available airfare!

Travel by Commercial Aircraft: The State Military Department has entered into a contract to provide complete travel services throughout the state, utilizing the State's contracted discount airfares. All methods of travel arrangements must be made through the Military Department's Travel Agency.

CalTravelStore (Concur)
(877) 454-TRVL (8785)

<http://www.caltravelstore.com/pages/travelstore>
Employees purchasing any internet airline ticket from a third party internet broker such as Priceline, Orbitz, etc., **will not be reimbursed by the State.**

Parking Expenses (SAM 0755)

- ✓ Must use the most economical option when parking at airports.
- ✓ Attach a receipt to claims exceeding 10 dollars for one continuous period.

Commercial Automobile Rental (DGS): When a state owned vehicle is not available and automobile travel is essential to conduct state business employees may rent commercial automobiles through the following companies:

Primary Vendor	Enterprise
Secondary Vendor	National

Note: Claimant must first attempt to use the primary. Reason for using secondary vendor must be noted in the TEC.

Daily Rental Rate	\$33.96 + tax
Weekly Rental Rate	\$135.83 + tax

Prior approval must be granted for upgrades, non-contracted rentals, or needing Physical or Medical accommodations (Short-Term Vehicle Justification form). Rental Car must be changed into claimants name for non-duty days (personal time). The State of California has no liability in the vehicle rental and insurance coverage is not included. The State will not pay for collision or medical insurance with rental of a commercial automobile. Rental Car must be fueled prior to returning to rental car agency.

Mileage Reimbursement Rates:

STD. 261 Authorization to Use Privately-Owned Vehicle form must be completed and on file prior to operating a vehicle on official State business (SAM 0753). Each year the form must be verified and resigned.

- Automobile	\$0.545 per mile
- Bicycle	\$0.04 per mile

When an employee is driven to a common carrier (airport), the employee can claim double the rate authorized for one-way trips to and from the common carrier. The vehicle cannot be parked at the terminal and the employee must be an occupant of the vehicle (SAM 0754).

MEALS AND INCIDENTALS (CalHR)

Reimbursement rates are maximums, not allowances. Employees may claim only their *actual* expense. Applicable for In-State and Out of State Travel.

Breakfast:	\$7.00
Lunch:	\$11.00
Dinner:	\$23.00
Incidentals:	\$5.00

Incidentals: "Incidental expenses" means fees and tips given to porters, baggage carriers, hotel staff, and staff on ships (CalHR Memorandum Ref. 2015-003).