

Per the CalHR [PML 2011-044](#), all business travel that is paid for by the state via transportation contract (e.g. car rental, airline) must also be documented on the [Travel Expense Claim \(STD. 262A\)](#) indicating the payment method as *department paid*.

AIR TRAVEL

Program Manager are responsible for booking airfare via Concur using the *guest traveler* option or by contacting the CalTravelStore. Per the CalHR [PML 2011-044](#), all business travel that is paid for by the state via transportation contract (e.g. car rental, airline) must also be documented on the STD. 262A indicating the payment method as *department paid*.

NOTE: The least-costly option when parking at airports should be used. However, if a department determines that additional parking costs are in the best interest of the state, a justification explaining the business need must be submitted with the STD. 262A.

EXPENSE CLAIMS

The non-state employee is responsible for submitting a STD. 262A form with **original itemized** receipts in order to be reimbursed. All travel and business expenses are to be incurred as a result of conducting state business and are subject to review/verification by CDSS. Any expenses that are *department paid* should be clearly indicated on the claim. In addition, a current [Payee Data Record \(STD. 204\)](#) must be on file with FSB and should include the non-state employee's personal information for tax reporting purposes.

It is the Program Manager's responsibility to ensure that all expenses being claimed do not exceed the rates of non-represented employees and that "department paid" expenses are clearly indicated on the STD 262A.

RECEIPTS

The STD. 262A should be sent to the CDSS Policy Management Unit at M.S. 9-5-27 with **original itemized receipts** and receipts smaller than 8 ½ by 11 inches must be taped to an 8 ½ by 11 sheet of paper. The receipt must show the expense and no balance due. Receipts are required for:

- Street car, ferry, bridge and road tolls, transit, taxi, shuttle or hotel bus and non-continuous parking such as airport parking over \$10.00
- Airfare, lodging and rental cars
- Gasoline (prepayment receipts will not be accepted).

- All business expenses
 - Per CalHR Rule 599.616.1(d), business expenses consist of phone calls and telegrams; emergency clothing, equipment or supply purchases; and all other charges necessary to the completion of official business. Any emergency purchase shall be explained, and if over \$25 must be approved by the agency head, deputy, or chief administrative officer.

Important: Non-state employees are responsible for retaining receipts in the event of a personal tax audit.

IMPORTANT TRAVEL LINKS:

CDSS Travel Services Web Page (Internal)

<http://www.dss.ca.gov/dsssourc/Pg2228.htm>

For direct links and travel forms

California Department of Human Resources Travel Reimbursements

<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

Department of General Services Renting a Vehicle

<http://www.dgs.ca.gov/travel/Home.aspx>

**Financial Services Bureau
State Operations Policy Management Unit
744 P Street, MS 9-5-27
Sacramento, CA 95814
(916) 653-1862**

This brochure should be used as a guide only. Contact the Financial Services Bureau, Policy Management Unit for additional details.

CDSS POCKET GUIDE FOR NON-STATE EMPLOYEE TRAVEL

A Summary of the State of California Policies and Rules for Non-State Employee Travel Administered by the California Department of Human Resources (CalHR)



May 2017

OVERVIEW

Non-state employees are individuals who are not state employees that bring an area of expertise to the state. The individual's service may be contracted or non-contracted. These individuals could be statutory or non-statutory Board members, salaried/non-salaried consultants, volunteers or attendants for disabled employees. Reimbursement for necessary travel should not exceed the rates established for non-represented employees (see [Personnel Management Liasons \[PML\] MM 86-01](#) for further details).

If the trip is expected to last more than 30 days, please refer to the CDSS Pocket Guide for Long-Term Assignments (Non-State Employees).

PROCEDURE

Prior to the non-state employee traveling, the Program Manager is responsible for submitting the following required documents to the Financial Services Bureau (FSB) at M.S. 9-5-27:

- Memo from the Program's Bureau Chief to the FSB Chief includes the following:
 - Non-state employee name and address
 - Role of the non-state employee, including a specific explanation of the benefit to the Department
 - Estimate of total travel expenses
 - Funding source (program cost account)
- Copy of contract (if applicable)
- Method of travel cost comparison analysis on a word document (if applicable).
- [Excess Lodging Rate Request/Approval \(STD. 255C\)](#) and [Short-Term Vehicle Justification Form](#) (if applicable)
- Memo for 50 mile exception request per the [PML 2011-044](#) (if applicable)

Approval by FSB must be obtained before any travel cost is incurred.

Note: If there are non-travel related expenses that total more than \$1,000.00, a contract may be required.

Important: Program Managers must make all travel arrangements (airfare, hotel, car rental and rail) through the Department of General Services' (DGS) Statewide Travel Program (STP) using Concur or by contacting the CalTravelStore per the [DGS Management Memo #MM 14-03](#).

LODGING REIMBURSEMENT RATES

(Maximum rate per night, plus tax)

County	Old rate	New rate (effective 7-1-16)
Alameda	\$125.00	\$140.00
Los Angeles	\$120.00	\$120.00
Marin	\$90	\$110.00
Monterey	\$125.00	\$125.00
Napa	\$95.00	\$95.00
Orange	\$120.00	\$120.00
Riverside	\$95.00	\$95.00
Sacramento	\$95.00	\$95.00
San Diego	\$125.00	\$125.00
San Francisco	\$150.00	\$250.00
San Mateo	\$125.00	\$140.00
Santa Clara	\$125.00	\$140.00
City of Santa Monica	\$150.00	\$150.00
Ventura	\$120.00	\$120.00
All others	\$90.00	\$90.00

Reimbursement will be for *actual expense, supported by a receipt, up to the maximum rate*. Refer to CalHR [PML 2016-010](#) for more information. Rates are subject to change.

EXCESS (HIGHER) LODGING

If the non-state employee is unable to obtain commercial lodging at the state rate, then the non-state employee can request an excess lodging rate approval prior to leaving for the trip. A STD. 255C must be submitted to FSB at MS 9-5-27 for final approval at least **10 days prior** to the trip.

MEALS AND INCIDENTALS

Meals and Incidentals	Maximum Rate
Breakfast	\$ 7.00
Lunch	\$11.00
Dinner	\$23.00
Incidentals	\$ 5.00

TIME FRAMES

FRACTIONAL DAY: AFTER 24-HOURS OF TRAVEL

To Claim	Trip Begins	Trip Ends
Breakfast	at or before 6 am	at or after 8 am
Lunch	at or before 11 am	at or after 2 pm
Dinner	at or before 5 pm	at or after 7 pm

FRACTIONAL DAY: TRIP LESS THAN 24-HOURS

To Claim	Trip Begins	Trip Ends
Breakfast	at or before 6 am	at or after 8 am
Lunch	NOT ALLOWED	
Dinner	at or before 4 pm	at or after 7 pm

Reimbursement will be for *actual expense, supported by a receipt, up to the maximum rate* for each 24-hour period. Refer to CalHR [PML 2016-010](#) for more information. Full meals included in airfare, hotel or conference fees, or otherwise provided may not be claimed for reimbursement. Rates are subject to change

TRANSPORTATION

Reimbursement for transportation expenses will be only for the method of transportation that is in the best interest of the state considering both direct expense and the non-state employee's time. When a non-state employee chooses a method of transportation that is **not** considered to be in the best interest of the state, reimbursement will be at the lower amount. A cost comparison form on a word document will be required if the least expensive mode of transportation was not used.

MILEAGE REIMBURSEMENT RATES

A current [Authorization to Use Privately Owned Vehicles on State Business \(STD. 261\)](#) is required if the non-state employee uses a personal vehicle.

Mode of Transportation	Cents per Mile
Personal Automobile	
Effective January 1, 2017	\$0.535
Effective January 1, 2016	\$0.54
Bicycle	\$0.040
Motorcycle	NONE

RENTAL VEHICLES

Program Managers will be responsible for booking rental vehicles from Enterprise via Concur using the *guest traveler* option (a request must be submitted to the FSB to add this option to your Concur profile) or by contacting the CalTravelStore. The non-state employee is responsible for refueling the vehicle prior to returning it per the [Department of General Services Travel Bulletin #14-01](#). If the vehicle rental exceeds the short-term daily rate of \$33.00 or a refueling charge was incurred, a Short-Term Vehicle Justification Form must be submitted to FSB. Reimbursement will be based on validity of justification and discretion of the FSB.