

**CALIFORNIA HOUSING FINANCE AGENCY
INTERNAL POLICIES AND PROCEDURES**

Revised: 3/2016

Policy Number: AD- FS-004

Subject: Travel Expense Claim – TEC

Policy Statement: It is CalHFA's policy to obtain a travel expense claim from staff for all travel and out-of-pocket expenses incurred while conducting official State business, including travel that is directly billed to the Agency.

General Information:

All travel arrangements (airfare, hotel, commercial car rental, and rail) are to be made on Concur as part of the Department of General Services' (DGS) Statewide Travel Program (STP). The STP provides for government travelers' needs by obtaining the most economical rates and fares available through the use of contracted travel-related services. It offers comprehensive travel services through Concur Travel, an online booking tool that is the primary means for booking all reservations. The STP also offers traditional call-in service through the CalTravelStore, the state's onsite contracted travel agency.

Employees who travel to conduct official State business may require lodging and/or transportation for individual trips. Upon Supervisor's approval, it is the employee's responsibility to arrange for lodging and/or transportation using Concur before the date(s) of travel.

Lodging and/or transportation arrangements should be made in the most cost effective manner. An employee may use more costly lodging and/or transportation, but reimbursement will be paid at the least costly rate.

- Out-of-pocket expenses (over \$1.00) require a receipt. Employee must submit the original receipt or a copy of the original receipt showing the date the expenses were incurred, a description of the item and proof the payment was made.
- TEC's under \$10.00 will not be approved for reimbursement. Once the employees incur a total of \$10.00 or above out of pocket expenses they are allowed to submit a TEC.
- All Travel Expense Claims that meet the \$10.00 total claim requirement should be filled out completely and submitted to Fiscal Services as soon as the travel is completed.

- Fiscal Services processes TEC's for payment on the 10th and the 24th of each month. All travel expense claims received will be date stamped by Fiscal Services.
 - TEC's date stamped the prior work month, i.e. the 20th to the end of the previous month or date stamped from the 1st to the 5th of the current month, will be paid by the 10th of the current month.
 - TEC's date stamped from the 6th to 19th will be paid by the 24th of the current month.
 - If the 10th or the 24th are not work days, then your TEC check will not be ready until the following business day.
- In-state and out-of-state travel must be submitted on separate TEC's due to the separate claim audits process that exists for in-state and out-of-state travel at the SCO.
- Out of State Travel requires pre-approval and the copy of the approved out of state travel form must be attached to your TEC.
- Out of Country Travel – CalHFA employees should never be required or authorized to travel out of the country for State business

Procedures:

Employee's requesting reimbursement for official State business travel are required to submit a completed travel expense claim form [Std. 262](#) to CalHFA's Fiscal Services office itemizing the State business expenses incurred during travel.

Receipts to substantiate expenses other than per diem expenses (meals and incidental expenses claimed) are required. Small receipts pertaining to an employee's travel should be attached to a blank 8 1/2" x 11" sheet of paper, i.e., taxi, Uber, Lyft, parking, airline tickets, rental car, lodging and business expense receipts and employee should identify on the receipt the type of expense claimed.

Expenses charged directly to CalHFA requires the employee to submit the receipt received or receipt sent to the employee upon conclusion of the travel (e.g., airfare, rental car, hotel/lodging, taxi, etc.). Although these items are not reimbursed to the employee, the receipts are required to process payment of the credit card charges through the State Controller's Office (SCO).

If a business expense was incurred during travel, the employee is required to submit a pre-approved CalHFA Procurement Request Form with their travel claim.

If an unexpected purchase/expenditure occurs the employee is required to obtain their Supervisor's approval, via email or phone call, prior to purchase.

- The Supervisor is required to sign and date a Procurement Request Form [PRF](#) on the date of approval. The additional required signatures of the Division

Director and the Budget Officer can be obtained when the employee returns from their business travel. The employee is required to submit the approved PRF, the original receipt of the item(s) purchased and their travel expense claim to Fiscal Services so the employee can be reimbursed for out-of-pocket expenses.

For Per Diem expenses claimed (i.e. meals and incidentals), dollar limits exist for each per diem expense type. Claims for per diem expense items must not exceed the allowable limits as established by the California Department of Human Resources (CalHR) and must meet the criteria for being claimed.

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

Contact Shelby Banks at sbanks@calhfa.ca.gov (CalHFA's Travel Program Coordinator) for information regarding the required receipts and any other travel related expense questions.

Employees are required to complete the top portion of the TEC and provide the following:

- Claimant's Name
- Position
- CBID # <http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-units.aspx>
- Residence Address
- Department
- Division or Bureau
- Headquarters Address
- Work Telephone Number
- Normal Work Hours
- Private Vehicle License Number (if applicable)
- Mileage Rate Claimed, if applicable
(use [TEC Std. 262](#) rev. dated 9/2007 that provides automatic calculation)

See the instructions on the reverse side of the [TEC Std. 262](#) for completing a TEC.

Upon completion of the top portion and items 1-14, it is the employee's responsibility to obtain approval signatures before submitting the TEC and required receipts to Fiscal Services for processing.

Line 15 -CLAIMANT'S CERTIFICATION AND SIGNATURE

Upon completion the employee will sign and date the TEC certifying that expenses claimed were actually incurred as a result of conducting State business.

Line 16 - SIGNATURE OF OFFICER APPROVING PAYMENT

The employees Supervisor will sign and date the TEC approving payment, certifies and authorizes travel; approves expenses as incurred on State business.

Line 17 - SIGNATURE OF AUTHORITY FOR SPECIAL EXPENSES

When a claim for pre-paid conference, convention, hotel internet fees or other business expense are incurred, the traveler's Supervisor is required to sign and date line 17, or when reimbursement of a business expense exceeds \$25.00 or when reimbursement for

Bar dues or license fees is included, the signature of the approving officer is required, either on a separate document attached to this claim or by signature in this block.

<http://sam.dgs.ca.gov/TOC/700.aspx>

- When the cost of a plane ticket or rental car is charged to the Agency and the traveling employee has no other travel expenses to claim, the traveling employee is still required to submit a TEC with all travel documentation and receipts in order for Fiscal Services to pay the airline or rental car invoices received for the employee's travel.

If claiming mileage reimbursement, an employee must include his/her vehicle license number on the TEC. If employee is dropped off at the airport and claiming mileage to and from the airport, employee is required to identify the person who dropped off and picked up the traveler and provide a vehicle license number.

Fiscal Services requires all travel expense claims for current fiscal year travel, (i.e. July 1, 2015 through June 30, 2016) be submitted no later than July 5th of each year. Fiscal Services will not approve TEC's with combined fiscal year expenses and will return them to the employee for correction

Example: Travel between the dates of June 29, 2016 – July 2, 2016. Employee submits the first travel claim for June 29-30, 2016 (current fiscal year expenses) and submits a second travel claim for July 1-2, 2016 (next fiscal year expenses).

CORRECTING TRAVEL EXPENSE CLAIMS:

It is the Supervisor's responsibility to ensure the appropriate corrections have been made.

If the TEC contains errors due to incorrect calculations, missing receipts or back up documentation, etc., the Fiscal Services office will return the TEC to the employee's Supervisor. A Travel Expense Claim Notice of Correction will be attached to the incorrect TEC and returned to the Employee.

<http://insider/forms/accounting/TravelExpenseClaim-NoticeofCorrectionForm.dot>

Corrections to a Travel Expense Claim will not be made via phone call or e-mail communication with the Fiscal Services office. All corrections must be completed by the employee, reviewed by the supervisor and resubmitted to Fiscal Services for processing.

Fiscal Services issues TEC reimbursement checks twice per month (See page 1 - General Information).

CANCELLATIONS

If travel plans change, then it is the employee's responsibility to cancel their travel arrangements in a timely manner to avoid late cancellation and penalty fees and avoid possible reimbursement to the Agency for non-cancellation of travel plans. If an employee cancels a flight, they are required to request an immediate credit for airfare from Concur, upon on-line cancellation. Concur will track all cancelled flights and issue

credits when possible. Concur will also notify employees when booking new air reservations that they may have unused tickets and/or credits to use. If employee has credits available, it is CalHFA's policy is to use them as soon as possible; as they expire after 12 months from the issue date. If employee has unused tickets and/or credits available but is aware that they will not be used prior to the expiration date, then it is the employee's responsibility to notify the travel coordinator at least 30 days prior to the expiration date. This will allow CalHFA an opportunity to recover all or a portion of the unused tickets and/or credits.

AIR TRAVEL VIA CONCUR

All air travel will be reserved through Concur and the most economical airline carrier is to be selected by the employee for State business travel. All booked flights are directly billed to the Agency.

- Contact sbanks@calhfa.ca.gov, CalHFA's Travel Program Coordinator, to set up your Concur personal profile or if you have questions on which airline carrier should be selected for your business trip.

Fiscal Services requires that the following documents for all flights be submitted:

- Concur itinerary e-mailed to the employee or available online, which includes the traveler's name and date(s) of travel, reservation number, type of fare purchased and the dollar amount of the fare.

Any "early bird" check-in fee or priority boarding fees will not be reimbursed by CalHFA.

Frequent Flyer Points received by the employee because of travel on official State business are the property of the employee.

LODGING VIA CONCUR

Employees must make their hotel reservations using Concur and will have to update their Concur profile with their personal credit card to book the hotel reservation as lodging cannot be directly billed to the Agency.

LODGING – In State

Employees who incur 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 "hotel issued receipt"** to claim reimbursement. No reimbursement will be paid without a hotel issued receipt, which shows the employee's check-in and check-out dates, expenses incurred and payment made. See the Government lodging reimbursement rates at <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

The Government rate of reimbursement is as follows:

The following Short-Term Lodging rates apply to SEIU [Bargaining Units (BU) 1, 3, 4, 11, 14, 15, 17, 20 and 21], CAHP (BU 5) and all Non-Represented (Excluded/Exempt) employees.

- All California counties not listed below Actual expense up to \$90 per night, plus tax
- Napa, Riverside, and Sacramento Counties Actual expense up to \$95 per night, plus tax
- Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the City of Santa Monica Actual expense up to \$120 per night, plus tax
- Alameda, Monterey, San Diego, San Mateo, and Santa Clara Counties Actual expense up to \$125 per night, plus tax
- San Francisco County and the City of Santa Monica Actual expense up to \$150 per night, plus tax

The following Short-Term Lodging rates apply to PEGG (BU 9) employees.

- All California counties not listed below Actual expense up to \$90 per night, plus tax
- Napa, Riverside, and Sacramento Counties Actual expense up to \$95 per night, plus tax
- Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the City of Santa Monica Actual expense up to \$120 per night, plus tax
- Alameda, Monterey, San Diego, San Mateo, and Santa Clara Counties Actual expense up to \$125 per night, plus tax
- San Francisco County and the City of Santa Monica Actual expense up to \$150 per night, plus tax

EXCESS LODGING

All excess lodging requests require pre-approval. [ExcessLodgingPolicy.pdf](#)
Excess lodging expenditures without pre-approval will be reimbursed at the state approved rate for the area in which the travel occurred.

VEHICLE USE

Agencies determine who will drive on official State business and the vehicle type to be used: State-owned, privately-owned, or commercially-owned vehicle.

RENTAL CAR VIA CONCUR

All CalHFA business travel rental car reservations are to be made using Concur and Concur will directly bill the Agency.

Employees are required to establish a **Concur** account to reserve a rental car. To access your individual account go to www.caltravelstore.com and click on the 'concur login' in the top right corner. Contact sbanks@calhfa.ca.gov at 916.326.8439 to establish a new account.

If you are a State employee who enters into an agreement with a rental car agency for the use of a rental car while conducting official State business, you are required to return

the rental to the agency after you have completed your State business. If an employee plans to continue a trip on personal travel and need a rental car, the employee must enter into a new rental agreement with the rental car agency using their personal credit card information and may not extend the State car rental reservation. The State cannot be liable for a State employee's use of a rental car while not conducting official State business.

The State contracts with Enterprise Rent-A-Car, National Car Rental and Alamo Rent-A-Car. However, Alamo Rent-A-Car locations cannot be used at this time.

National Car Rental is used primarily for out-of-state and international travel.

Rental Vehicle Customer Service

Enterprise	800.736.8222 (Primary)
National	800.367.6767
Alamo	800.803.4444 (not currently available)
Roadside Assistance	800.307.6666

Note: CalHFA along with all other State departments requires its employees to fill the gas tanks of rental cars with unleaded fuel prior to returning the rental vehicle.

To receive reimbursement for fuel, an original receipt with the date and rental car license number and the date the car was used for State travel must be attached to the TEC.

TAXI

Employees may use taxi services for state business travel; this includes Transportation Network Companies, such as Uber and Lyft.

STATE VEHICLES

State vehicles may be used only by authorized staff to conduct State business and should not be transporting non-State employees.

PRIVATELY-OWNED VEHICLES

See the Privately-Owned Vehicle Use policy – AD-FO-027 for use of a private-owned vehicle to conduct official State business.

PRIVATELY-OWNED MOTORCYCLES

Privately-owned motorcycles and motor-driven bicycles are not an authorized mode of transportation for official State business. There is no reimbursement for mileage or transportation expenses for these modes.

PER DIEM RATES

Reimbursement shall be for actual expenses only, subject to the following maximum rates effective September 1, 2013:

- Breakfast \$ 7.00
- Lunch \$11.00

- Dinner \$23.00
- Incidentals \$ 5.00

Effective, February 1, 2015, CalHR updated the State's definition of the items that may be claimed as an incidental. This change was made to ensure that the State is in compliance with the recent standards set by the Internal Revenue Service (IRS). The term "incidental expenses" means fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. It is important to note that no other items may be claimed as an incidental, i.e. tips for taxis, Uber and Lyft.

Lunch or incidentals will not be reimbursed on travel less than 24 hours.

Employees are required to include their travel begin and end time for each trip.

On the first day of travel on a trip of 24 hours or more:

- Trip begins at or before 6:00 a.m.: Breakfast may be claimed
- Trip begins at or before 11:00 a.m.: Lunch may be claimed
- Trip begins at or before 5:00 p.m.: Dinner may be claimed

On the fractional day of travel at the end of a trip of more than 24 hours:

- Trip ends at or after 9:00 a.m.: Breakfast may be claimed
- Trip ends at or after 2:00 p.m.: Lunch may be claimed
- Trip ends at or after 7:00 p.m.: Dinner may be claimed

MILEAGE

Effective January 1, 2016, the current mileage rate allowed is .54 cents per mile.

PARKING FEES

Employees using State-owned vehicles or privately-owned vehicles on official State business may be reimbursed for certain parking charges. These charges are:

- Day parking when on trips away from their headquarters office and residence.
- Employees parking at airports must use the less expensive peripheral parking per day when possible. The State Controller's Office (SCO) will reimburse up to \$12.00 to the employee for Sacramento airport parking. Anything above that requires justification on the TEC.
- Overnight public parking when on trips away from the headquarters city and city of residence. Claims are not allowed if expense-free overnight parking is conveniently available.
- Day parking next to their headquarters provided they have other reimbursable vehicle expenses for the same day or are using a State vehicle. This is for employees who spend most of their time on field assignments and report to their headquarters offices occasionally. Other examples of payable expenses are expenses due to a call-back or scheduled overtime on a normal day off.

- Submit claims for parking on a TEC. Attach a receipt to claims exceeding \$10 for one continuous period. Regardless of the cost, the appointing authority may require submission of receipts for parking costs claimed.

OTHER BUSINESS TRAVEL EXPENSES

Business travel expenses of \$25.00 or more require a receipt. Attach the original receipt to the original signed TEC before submitting to Fiscal Services for processing.

The following business travel expenses that are less than \$25.00 that also require a receipt are as follows:

- Parking fees of \$10.00 or more
- Street car
- Ferry fares
- Bridge and road tolls
- Local rapid transit system
- Taxi, Uber, Lyft, shuttle or hotel bus fares
- Telephone, telegraph or fax of \$5.00 or more

In the absence of a receipt, reimbursement shall be limited to the \$10.00 maximum amount allowed without a receipt. These fees should be added to column 11 of the TEC. No meal, incidental or lodging expenses may be claimed within 50 miles of headquarters. No lodging may be claimed within 50 miles of the employee's primary residence.

OUT OF STATE TRAVEL

All Out of State travel requires pre-approval. Reimbursement is made for actual lodging expense, supported by a receipt. Meals and incidentals will be reimbursed at the in-State rates. Failure to furnish lodging receipts and the original pre-approved Out of State travel request form without the required signatures will limit reimbursement to meals and incidentals at the in-State rates. All other expenses incurred will be at the employee's expense.

<http://insider/policiesandprocedures/administration/Out-of-StateTravelPolicy.pdf>

<http://insider/forms/accounting/Out-of-StateTravelRequest.dot>

Employees who receive a meal as part of State travel must reduce their per diem claim by the cost for that meal.

Employees traveling to **Out of State Lenders** are required to contact sbanks@calhfa.ca.gov prior to travel and provide the lender's contact information to ensure reimbursement of expenses.