

TRAVEL REFERENCE GUIDE

	TRAVEL AUTHORIZATION	TRAVEL ADVANCE	TRAVEL EXPENSE FORM (TEC) - required for all travel
BEFORE YOU TRAVEL: DETERMINE IF TRAVEL IS IN STATE OR OUT OF STATE	<ul style="list-style-type: none"> Always prepare Cost Estimation for total travel using Concur rates ALL Travel must be in the best interest of the State (meaning as low of a cost as possible) Must be APPROVED by Supervisor PRIOR to travel If Out of State (OOS), must have Out of State Travel Request Form Approved - See terms for OOS travel Contact Travel Coordinator if you need a Concur Profile - travel coordinator is Shelby Banks 	<ul style="list-style-type: none"> If needed, complete Travel Advance form based on estimated out-of-pocket travel expenses at least 10 days PRIOR to travel Obtain approval from Supervisor & submit to Fiscal Services at least 7 days PRIOR to travel The Advance check will be issued no more than 3 days PRIOR to travel 	<ul style="list-style-type: none"> In state and out of state travel cannot be on the same travel claim - please separate in state and out of state travel done in the same month on two TEC forms Attach out of state travel form to travel expense claim along with all other supporting documentation listed below. <p>TEC's are required for ALL travel. If you do not incur personal travel expenses, you must complete a TEC stating that you are not seeking any reimbursement and attach receipts for charges billed to CalHFA (airfare & rental). TEC must still be approved by your supervisor.</p>
AIR TRAVEL	<ul style="list-style-type: none"> All Air Travel Reservations must be made using Concur Concur offers many State contracted airfare rates, please choose the rate that minimizes the cost and meets your business needs Obtain printout of pricing for use in Cost Estimation Air Travel is the State's Normal Mode of transportation for travel to Southern California as driving is more costly and therefore not in the best interest of the State If you have approval not to use the normal mode (airfare) then a Cost Comparison between flying vs. driving must be done PRIOR to travel <p>Important Note: You will only be reimbursed at the lower cost comparison or least costly to the State</p>	All airfare will be billed directly to CalHFA - no advance	<ul style="list-style-type: none"> Do not enter Airfare cost on TEC, indicate "A" on transportation line. Since the Agency paid the airfare, you will not be reimbursed on your TEC Premium Upgrades will NOT be reimbursed (preferred seating, early bird check in, etc.) - do not claim on TEC. Attach flight itinerary showing flight days, times and total

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HOTEL / LODGING	<ul style="list-style-type: none"> All Hotel Travel Reservations must be made using Concur Obtain printout of hotel pricing for use in Cost Estimation Add personal charge card to Concur profile California hotels must meet the State's Maximum Lodging Rates California hotels exceeding State's Maximum Lodging Rates (Not including tax and fees) : Fill out an Excess Lodging form and get approval prior to travel 	Obtain printout of pricing for use in Cost Estimation	<ul style="list-style-type: none"> Enter actual lodging cost per day - do not include parking fees or premium upgrades If parking is included, extract that amount and put it under "Parking" on TEC Attach Original receipts for lodging showing itemized charges and proof of payment (\$0.00 balance must show on the receipt) Premium upgrades will NOT be reimbursed (Suites, hotel reward points, movies, etc.) Attach hotel confirmation from Concur Attach Excess Lodging Form, if applicable
RENTAL CAR	<ul style="list-style-type: none"> All Travel Reservations must be made using Concur Contact Travel Coordinator for new profile (Shelby Banks) Rental car class type (Daily Rate of \$33.00): Compact, Mid-Size or Intermediate car Rentals larger than intermediate car require a justification form and approval from Supervisor Estimate for Cost Estimation Trip Optimizer Tool: https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=046&mcid=DBCA 	All Rental Cars will be billed directly to CalHFA	<ul style="list-style-type: none"> Do not enter Rental Car cost on TEC, indicate "RC" on transportation line Rentals larger than intermediate car, attach Justification form If choosing to not use the normal mode (rental car) then a Cost Comparison must be provided. Use Trip Optimizer tool. Reimbursement to the employee will always be made at the least costly mode. Confirmation from Concur Original receipts showing the total cost of rental car Itemized receipt showing the breakdown of all the charges for the rental car Refueling of rental car must be done prior to returning the car. If not, this charge will be added to rental cost. A justification must be done and attached stating why refueling could not be done prior to returning car.

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MILEAGE	<ul style="list-style-type: none"> • Business trip less than 300 miles roundtrip If it makes more business sense to drive your personal vehicle, supervisor must APPROVE prior to travel. Reimbursement will be at current mileage rate. • Business trip more than 300 miles roundtrip Required to use the most cost effective method (personal vehicle or rental car) as determined by the Trip Optimizer tool. The lesser of the two will be reimbursed. Must be APPROVED by supervisor prior to travel. 	Obtain printout from Trip Optimizer for use in Cost Estimation	<ul style="list-style-type: none"> • Current mileage rate is \$0.545 per mile • Beginning and ending location of travel • Cost comparison, if applicable • Supervisor's prior written approval • Vehicle license plate number on TEC • Indicate "PC" on transportation line
PARKING	<ul style="list-style-type: none"> • Reimburse up to \$12.00 per day at the Sacramento International Airport • Reimburse over \$12.00 per day at the Sacramento International Airport (requires justification) 	Obtain printout of pricing for use in Cost Estimation (ex. \$12.00 x number of days)	<ul style="list-style-type: none"> • Original itemized receipt for parking is required showing date, rate and parking times in/out • If parking was over \$12.00 per day, justification is needed as to why you chose to park in a more expensive lot. If it is a valid justification, you will be reimbursed. If not, you will be reimbursed only \$12.00 per day. • "No Receipt" or "Lost Receipt": Indicate on TEC the reason why there is no receipt on the TEC in the justification section (\$10 maximum amount per day) • Proof of payment
GROUND TRANSPORTATION	Estimate for Cost Estimation	Obtain printout of pricing for use in Cost Estimation	<ul style="list-style-type: none"> • Traveler may use Taxi, Shuttles, Uber, Lyft • Original itemized receipts showing date, rates and distance traveled (tips will not be reimbursed) • Proof of Payment • Indicate "T" on transportation line • Tips for ground transportation should not be included on TEC (not a State expense)
TRAINING / REGISTRATION FEES	Training Request Form		<ul style="list-style-type: none"> • Attach training request form to TEC • Most training is paid through the Training Department. If you had approval to pay out-of-pocket for training, please attach approval, original receipt, and proof of payment

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DAILY EXPENSES	Estimate for Cost Estimation		<ul style="list-style-type: none"> • ALL single item expenses \$10 and over require: • Original itemized receipt showing date, item purchased and price • Proof of Payment • "No Receipt" or "Lost Receipt": Indicate on TEC the reason why there is no receipt on the TEC in the justification section (\$10 maximum amount per day)
BAGGAGE FEES	Estimate for Cost Estimation		<ul style="list-style-type: none"> • Enter Actual Costs • This cannot be charged directly to CalHFA so staff must pay using personal credit card • Up to two bags per person may be reimbursed (except Southwest as two bags fly free) • Original itemized receipt from airline carrier • Proof of Payment
INCIDENTALS		Estimate \$5 for every 24 hours of travel	<ul style="list-style-type: none"> • Travel less than 24 hours: Cannot be reimbursed • Travel 24 hours or more: Maximum of \$5.00 per day • Include, but not limited to expenses for laundry, cleaning, pressing of clothing, fees and tips for service such as porters and baggage carriers • Do NOT include tips for Taxi, Shuttles, Uber, Lift • Must include travel begin and end time for each trip

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MEALS	<ul style="list-style-type: none"> Estimate meal cost while on travel status. Do not claim meals if provided during training, conference, or meeting Attach meeting/conference itinerary 	<ul style="list-style-type: none"> Travel less than 24 hours: Breakfast \$7.00 Trip begins at or before 6:00 am and ends at or after 9:00 am Lunch - Cannot be Reimbursed Dinner \$23.00 Trip begins at or before 4:00 pm and ends at or after 7:00 pm First day of travel on a trip of 24 hours or more: Breakfast \$7.00 - Trip Begins at or before 6:00 am Lunch \$11.00 - Trip begins at or before 11:00 am Dinner \$23.00 - Trip begins at or before 5:00 pm Fractional day of travel at the end of a trip of more than 24 hours: Breakfast \$7.00 - Trip ends at or after 9:00 am Lunch \$11.00 - Trip ends at or after 2:00 pm Dinner \$23.00 - Trip ends at or after 7:00 pm. Enter actual cost per day Must include travel begin and end time for each trip Do NOT attach meal receipts. Receipts are for your own records. Do NOT claim meals if provided while attending conference, training, or meeting
AFTER YOU TRAVEL		<ul style="list-style-type: none"> Traveler/proxy gathers all original itemized receipts, Concur itinerary, conference/meeting itinerary, flight itinerary, and excess lodging or justification forms related to the business trip Prepare TEC for reimbursement (STD 262) within 2 weeks of travel; form located on Agency's Insider under "Forms" Using 8.5" by 11" blank pieces of paper, attach receipts Submit to supervisor for their review and approval on TEC Additional signature required (line 17) authorizing the Business Expenses, if any Forward TEC to Fiscal Services - TEC processing dates are on front page of the Insider

Contact Shelby Banks at sbanks@calhfa.ca.gov in Fiscal Services to obtain a Traveler Account or if you have any questions.

Updated 1/31/18