

CALIFORNIA HOUSING FINANCE AGENCY POLICIES AND PROCEDURES

Policy Number: AD-FS-001

Subject: Out-of-State Travel

Policy Statement: The California Housing Finance Agency (CalHFA) is the affordable housing lender for the State of California and generates its funds from the financial marketplace. CalHFA's operations are self-funded. It has its own credit rating and raises its own capital in a competitive and ever changing financial market. As a lender, its staff must regularly develop new lender markets, foster investment banking relationships, meet with financial rating agencies, audit its loan servicers, train new lenders – most of who are located outside of the State of California, and learn of proposed changes in regulatory requirements and trends in the financial marketplace which are not published or available outside of conferences. Employees need to be proactive in understanding trends and provide input to promote California's affordable housing. In addition, because housing finance is a national industry, the majority of the conferences and training opportunities are not available in California.

It is imperative that employees travel out of state to stay current regarding the mission critical functions of the Agency and to keep abreast of the changes in the financial industry. Typically, staff at the Chief level or higher can be approved for travel out of state. Other staff may be approved if a strong mission critical need is presented, such as staff that travels to out-of-state lenders who then reimburse the Agency. Each Division Chief is responsible for monitoring their annual budget for out-of-state travel.

General Information:

For employees and members of the CalHFA Board of Directors to travel out of state, a justification must be provided to include the purpose of the trip, that this training or other business purpose cannot be accomplished in California, and an explanation of why it is in the best interest of the Agency to attend.

Authorization must be obtained **prior** to the commencement of any out-of-state travel (i.e., to any location outside of California). In submitting requests for out-of-state travel, the requestor must justify the mission critical need for the out-of-state travel and the benefits to be gained. Additionally, the requestor should allow as much time as possible to obtain all the prior approvals required. As conferences are usually scheduled more than a month in advance, early pre-approvals would allow the requestor to take advantage of any early registration rates offered.

Out-of-state travel for any purpose requires that **CalHFA employees complete an [Out-of-State Travel Request form](#)** with the pertinent information, attach a copy of the agenda, **and obtain prior approval** of the 1) Supervisor, 2) Division Director, 3) Budget Officer and 4) Executive Director, respectively. Board members' Out-of-State Travel Request form must be

approved by the Budget Officer and Executive Director. The Agency will reimburse out-of-state travel for Board Members eligible for per diem pursuant to Health & Safety Code Section 50909. Each year during the budget cycle, CalHFA will present to its Board of Directors for approval the out-of-state travel plans of its Board members and exempt employees. Once approved by the Board, the plan and any subsequent updates will be forwarded to the Deputy Secretary, Fiscal Policy and Administration, Business, Consumer Services and Housing Agency, 915 Capitol Mall, Suite 350-A, Sacramento, CA 95814 by the assistant to the Executive Director.

Out-of-state travel for the purpose of attending training requires that **requestors also complete a [Request for Training/Education form](#)** with the pertinent information **and obtain the prior approval** of the 1) Supervisor, 2) Division Director, 3) Training Officer, 4) Budget Officer and, if applicable, 5) Executive Director, respectively.

Requestors proposing out-of-state travel will be responsible for any arrangements made prior to obtaining the required prior approvals should the travel be denied.

For reimbursement of expenses, the appropriate pre-approved form(s) (i.e., Out-of-State Travel Request form and, if required, Request for Training/Education form) must be submitted with the requestor's completed Travel Expense Claim form to the appropriate supervisor/manager and Accounting Office for review and approval. Out-of-state travel expenses will be approved in accordance with California Department of Human Resources travel reimbursement laws and rules.

Additionally, requestors need to be mindful of out-of-state travel to **"sensitive locations."** These locations include areas such as Las Vegas, New Orleans, Hilton Head, and Miami. Where the benefit of out-of-state trips to "sensitive locales" can be acquired at venues in "less sensitive locations" during the year, employees need to keep in mind the unnecessary attention that such out-of-state travel may draw to the Agency.