

TRAVEL GUIDELINES FOR GRANT ADVISORY COMMITTEE MEMBERS

This travel packet provides guidelines for traveling on State business. Included are methods of travel available, travel expenses eligible for reimbursement, and other pertinent information.

A. Eligible Travel Reimbursements

Committee members should use the most economical mode of travel and are reimbursed for eligible meal and lodging expenses incurred when traveling over 50 miles from home or headquarters in the course of official business. In addition, each Committee member shall receive actual and necessary traveling expenses incurred in the course of duty.

Submit all required receipts to Patsy Chavez pertaining to the trip. An explanation must be offered when required receipts are not available. Note: Expenses incurred due to the failure of the member to cancel reservations within the required cancellation timeframe are not reimbursable and the member will be held responsible for the expenses incurred.

B. Travel Expense Worksheet

Complete the Travel Expense Worksheet and note the expenses incurred during your official State travel. Sign the Travel Expense Worksheet on the "Claimant's Signature" line on Page 2 and send the form by e-mail, fax or mail to:

California Student Aid Commission
Program Policy & Development
P.O. Box 419028
Rancho Cordova, CA 95670
Attn: Patsy Chavez
FAX: (916) 464-8240
E-mail: pchavez@csac.ca.gov

Upon receipt, Patsy will complete the Travel Expense Claim (TEC) for your reimbursement based on the information you provide and e-mail the TEC to you. Please print the form, sign in blue ink, where indicated, and return it to the address listed above. Your reimbursement check will be sent to you in approximately four weeks by accounting staff.

C. CSAC Authorized Travel Vendors

Airline Reservations

A contract exists between the State of California and Southwest Airlines (SWABIZ). Airline reservations are "ticketless" and directly billed to the Commission. Please review the "Setting-up a Traveler Account" PowerPoint presentation to learn how to get a SWABIZ account.

If you need to make flight changes immediately prior to departure, simply go to the Southwest ticket counter as all flights purchased for State employees are full-fare tickets and are 100% refundable or exchangeable. Airline tickets purchased through means other than SWABIZ are not eligible for reimbursement.

Rental Car Arrangements

The primary car rental vendor is Enterprise Rent-A-Car for all government travel. In the event the primary vendor is unable to provide services, the secondary vendor, Vanguard Car Rental USA, must be used. Vanguard Car Rental USA is the parent company of Alamo and National Car Rental. Departments are required to ensure that the secondary vendor is only used when the primary vendor cannot provide service.

WHENEVER POSSIBLE, PLEASE REFUEL THE VEHICLE PRIOR TO RETURNING IT AS IT IS LESS COSTLY TO THE STATE.

D. Vehicle Usage

“Agencies determine who will drive on official business and the types to use: state-owned, privately-owned, or commercially-owned vehicles.” (State Administrative Manual, Section 0750)

E. Vehicle Operator Requirements

“Employees who operate vehicles on official business must have a valid driver’s license, insurance, and a good driving record.” (State Administrative Manual, Section 0751)

“Employees who operate vehicles on official business shall use, and ensure all passengers use, all available safety equipment in the vehicle being operated.” (State Administrative Manual, Section 0751)

F. Private Vehicles

“Employees may use their privately-owned automobiles on official business if this is approved by the agency.” (State Administrative Manual, Section 0750)

“An employee must certify in writing the vehicle will always be covered by liability insurance at the following levels: \$15,000 for personal injury to, or death of, one person; \$30,000 for personal injury to two or more persons in one accident, and \$5,000 for property damage. The vehicle is adequate for the work. The vehicle is equipped with operating safety belts. The vehicle is in safe mechanical condition.” (State Administrative Manual, Section 0753)

Although you are not an “employee”, you must meet the requirements pertaining to operator requirements, vehicle safety, seat belt usage, and authorization. On an annual basis, you will be asked to complete the “Authorization to Use Privately Owned Vehicles on State Business” (STD. 261).

Effective July 1, 2008, the standard rate for mileage reimbursement for use of a privately owned vehicle on official state business is 58.5 cents per mile.

G. Parking Fees

Parking fees are reimbursable expenses and require receipts over \$10.00.

H. Bridge and Road Tolls

Bridge and road toll fees are reimbursable expenses and require no receipts.

I. Shuttles and Taxis

Shuttle and Taxi charges are reimbursable expenses and require receipts. The state allows the addition of a 10% tip for taxis only.

J. Tips

With the exception of tips for taxis, tips are not reimbursable, since the State considers tips to be part of the "incidentals" reimbursement.

K. Hotel Arrangements

Approximately three weeks prior to the meeting, you will be notified of the date(s) and hotel location where the rooms have been blocked and reserved for the meeting. You will be provided with the telephone number so you can make your hotel reservations. When calling, you will ask for the rooms blocked for the California Student Aid Commission to ensure that you receive the State rate of \$84.00. **Cancellations not made within the timeframe of the hotel's cancellation policy prior to arrival will be charged the full amount.** Therefore, notify the hotel immediately if you need to cancel your room reservation to avoid unnecessary charges. The hotel room is reimbursable at the State rate and requires receipts.

L. Telephone Calls

Business telephone calls are reimbursable expenses and require receipts over \$5.00 and must include the telephone number and party called.

M. Incidentals

Incidentals are reimbursable up to \$6.00 for a full 24-hour period. (Incidentals may not be claimed for less than a 24-hour period.)

N. Meal Allowances

Allowable meal expenses for travel LESS than 24 hours:

Lunch: No lunch or incidentals may be claimed.
Breakfast: Trip must begin at or before 6:00 a.m. AND end at or after 9:00 a.m.
Dinner: Trip must begin at or before 4:00 p.m. AND end at or after 7:00 p.m.

Allowable meal expenses for travel MORE than 24 hours (or fraction thereof):

Meals may be claimed for actual expenses up to the following State limits:

Breakfast: \$6.00 Lunch: \$10.00 Dinner: \$18.00