

# **Chapter 15 - Transportation**

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## Transportation

References: [State Administrative Manual \(SAM\) Sections 0700, 0710, 0730, 0751, and 4117](#), [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.615, 599.615.1, 599.626, 599.626.1, and 599.627](#), [California Department of Human Resources \(CalHR\) PML 2005-021, PML 2005-051](#), and [Department of General Services \(DGS\) MM14-03](#)

### GENERAL POLICY

Employees should use the most economical mode of transportation, considering both direct expense as well as employee time. Reimbursement will be made only for the method of transportation that is in the best interest of the State.

Department of General Services (DGS) requires employees to make all travel arrangements (airfare, hotel, commercial car rental, and rail) through Concur.

Allowable modes of transportation include:

- Buses, shuttle buses, taxis, Uber, and Lyft.

- Commercial airlines.

- Commercial rental vehicles and aircraft.

- Private vehicles, bicycles and aircraft.

- Rail/Amtrak.

- Shared Bicycle and Shared Scooter.

Provided the mode of transportation selected does not conflict with the needs of the Department, the employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode. An itemized cost comparison of both methods of transportation must be prepared and attached to the travel expense claim.

Expenses arising from travel between home or garage and headquarters will not be allowed.

Approval of travel reservations in Concur and Travel Expense Claim (TEC) reimbursement is the responsibility of the appointing authority, or designee, who has knowledge of the travel and expenses incurred by the employee. The appointing authority must review the TEC to ensure compliance with all California Department of Human Resources (CalHR) rules and Bargaining Unit Contracts. The Appointing Authority is defined as a supervisor, management within the employee's chain of command, or appropriately designated authority in a supervisor/management classification familiar with the travel may approve TECs or travel reservations in Concur.

## **THIRD PARTY VENDORS**

Reimbursement is allowed for airfare, commercial car rental, and other transportation charges paid to third party vendors as long as the cost does not exceed the actual and necessary costs as determined by the department, not the employee. A justification is required on the TEC explaining why the department's travel reservation system (via CalTravelStore) was not used. See Chapter 3 - Third Party Vendors.

## **CHOOSING A MODE OF TRANSPORTATION**

In choosing the most economical method of transportation, the employee and supervisor should consider the following:

- Availability of public transportation.

- Availability of transportation at the point of destination.

- Direct expenses such as:

  - Airfare

  - Parking cost

  - Rail fare

  - Vehicle rental fees

  - Vehicle mileage, etc.

- Distance to be traveled.

- Employee time away from the office.

- Location of employee's residence, regular workplace, and destination.

- Location of state garages.

- Number of employees traveling to the same place at the same time.

- Time allotted to complete the assignment.

## **EMPLOYEE RESPONSIBILITY**

The employee will:

- Adhere to the State's policy regarding vendor incentives. State employees may use [frequent flyer miles](#) and/or points for personal use; however, use of any other vendor incentive is not allowed.

- Have a valid California driver's license, insurance, and a good driving record when operating a vehicle on official business. The employee will use, and

ensure all passengers use, any available safety equipment in any vehicle used for State business.

Select the method of transportation that is in the best interest of the Department, considering both direct expenses as well as time.

Use public transportation whenever feasible in lieu of using a state or privately-owned vehicle for state travel.

Use the Department's travel agency when booking airline, rail, and rental car reservations.

## **SUPERVISOR RESPONSIBILITY**

The supervisor will:

Approve travel and payments certifying that he or she has authorized the travel, that the expenses were incurred in order to conduct official state business and that the expenses claimed are appropriate and in keeping with all rules and regulations.

Determine the necessity and reasonableness of the mode of transportation selected for employee travel in accordance with the Department's travel policy.

Ensure that the most economical method of transportation is used, considering both the time the employee will be away from the office and the direct cost of the methods of transportation that may be used.

Verify that if a more expensive mode of transportation was used, the employee claimed reimbursement for an amount equivalent to the less expensive mode and that the employee did not claim more per diem than allowed under the less expensive mode of transportation.

Verify that the employee has a valid California driver's license, insurance, and a good driving record before approving the employee's use of a vehicle for official business.

Verify that the employee uses the Departments Travel Agency for booking airline, rail, and rental car reservations.

# Commercial Air Travel

References: [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.628 and 599.628.1](#), [Department of General Services \(DGS\) Best Practices Guide](#), [State Administrative Manual \(SAM\) Sections 0740, 0741, 0748, 4117.1, and 4117.3](#), [California Department of Human Resources \(CalHR\) PML 2005-021, PML 2005-051](#), and [Department of General Services \(DGS\) MM14-03](#)

## OVERVIEW

Travelers must purchase the lowest cost airfare whenever possible as directed by the Department of General Services Management (DGS) Memo 14-03.

Airline reservations must be purchased using the on-line booking system Concur, or directly with the state travel agency, CalTravelStore. Concur features an on-line electronically routed approval system.

The use of Concur is restricted to Caltrans employees who must travel on state business. Using the reservation system for personal travel is prohibited.

## NON-REFUNDABLE AIRFARE

Travelers should first consider purchasing a non-refundable fare if the trip dates are fixed and there is a low probability of a change in plans. Frequent travelers should always consider non-refundable fares when there is a high probability that the unused funds (credit) will be used for future travel within the expiration period.

Non-refundable airfare may be purchased through the Department's Travel Agency if the airfare is less than the [DGS contracted refundable rate](#).

Cost savings factors to consider include:

Advance Purchase - Non-refundable fares are typically lower in price when reservations are made at least 14 days in advance.

Flexible Flight Window - Having a flexible schedule with earlier or later departure time can save significant amounts.

Routing Options - Consider taking flights that include stops as long as the layovers do not significantly impact business or delay travel times.

Alternate Airports - Significant savings can be achieved through the use of close proximity alternate airports.

Before requesting a non-refundable fare, the employee must understand all restrictions and penalties for flight changes and/or cancellations. Penalties incurred for flight changes or cancellations may be the responsibility of the

employee if the circumstances do not represent a true business need and are not found to be in the best interest of the State.

**In-State Travel:** Travelers may purchase non-refundable airfare for Southwest Airlines ("Wanna Get Away" fare) as the carrier offers the most flexibility in changing non-refundable flight reservations.

**Out-of-State Travel:** Non-refundable airfare from any carrier is allowed if the fare is less costly than the out-of-state contracted airfare.

Note: Employee receiving airfare credits issued from a non-refundable airfare purchase must be input into the Concur Traveler account (Add a Credit) and used for business travel prior to the expiration date.

## **REFUNDABLE AIRFARE**

The Department of General Services (DGS) has contracted with various airlines for discounted airfare. These fares are available through the Department's Travel Agency for refundable in-state, out-of-state and international flights. Cost savings are achieved with these discounted fares, as they are fully refundable and for travel in either direction of the city pair. See the contract [Airline rates](#) within California, Out-of-State, and International for more information.

Note: Prices indicated reflect a one-way fare.

Discounted refundable airfare is available as follows:

YCAL Contract Airfare: Unrestricted airfare with last seat availability.

Capacity Controlled Contract Airfare: Capacity controlled as a limited number of seats have been specifically set aside at these rates. These fares are less expensive than YCAL fares and should be used when seats are available. The fares can be upgraded to YCAL when necessary.

Southwest Airlines: The "Anytime" fare is fully refundable. If an employee must cancel the airline ticket, choose "Request a Refund of the refundable balance".

DGS contracted airfare rates may only be used for state business and are not extended to employees for personal travel.

## **PASSENGERS OF SIZE**

Employees who are unable to lower the armrests (the definitive boundary between seats) should proactively book an additional seat if needed when making reservations. This will ensure the employee has access to safe and comfortable seating. The additional purchase will be refunded after travel, provided the flight doesn't oversell.

To request an additional seat, the employee will need to make two reservations, and the supervisor will need to approve both.

## **OUT OF STATE APPROVAL**

The Division of Resource and Innovation is responsible for administering the approval process for out-of-state travel. Employees with questions regarding the approval process should contact their own program's out-of-state travel coordinator.

## **AIRLINE CHECK BAGGAGE POLICY**

Many airline carriers have a policy charging extra for baggage during the airport check-in process. The State's policy is to only pay for the cost of the ticket and one bag per traveler. If a baggage fee is paid at the airport, the traveler must submit the receipt with their Travel Expense Claim (TEC) for reimbursement.

For travelers requesting reimbursement for more than one bag, a justification to the State Controller's Office (SCO) must be attached to their TEC for review. The justification must state why the traveler is having to pay for extra luggage (such as computer, presentation handouts, tradeshow exhibits, etc.) for a documented business-related purpose, and can demonstrate that the additional cost is solely for the benefit of the State

The checked bag service fee is determined at time of check in. Therefore, travelers will have to pay the service fee at the ticket counter or at curbside check in. Submit a TEC as a business expense to the Travel Payment and Policy Section for reimbursement. A proof of payment/receipt and explanation for the additional cost must be attached to the TEC.

## **REIMBURSEMENT CLAIMS**

In rare cases, a Travel Expense Claim (TEC) submitted for reimbursement of airfare may be allowed. The TEC must include a copy of the itinerary and a receipt showing proof of payment. An explanation detailing why the airfare was not secured through the Department's travel agency must be included.

Airfare purchased by the employee may result in expenses that are not eligible for reimbursement. Examples include, but are not limited to, the following:

- Cost of airfare that exceeds the state contracted rate.

- Cost of non-refundable airfare and any associated fees due to cancellation or modification of the original airline reservation.

- Third party vendor purchases (Expedia, Priceline, etc.).

Agency Object Codes:

- In-State travel - use object code 008
- Out of State travel - use object code 108



## Privately-Owned Aircraft

References: [State Administrative Manual \(SAM\) Sections 0743, 0744, 0746, and 0747](#), [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.628 and 599.628.1](#), [California Department of Human Resources \(CalHR\) PML 2016-010](#), [PML 2016-020](#) and [Form STD. 265](#)

### OVERVIEW

Privately-owned aircraft may be used for official travel when it is the least costly means of transportation and is in the best interest of the State. The supervisor must evaluate the use of aircraft and may authorize use whenever it is the most economical means available or is otherwise in the best interest of the State. An employee must obtain prior approval from the department for each trip privately-owned aircraft will be used.

If an employee is to act as pilot and carry passengers, he or she must comply with the requirements detailed in this chapter. See Pilot Qualifications and Insurance Requirements for more information.

### REIMBURSEMENT CLAIMS

Reimbursement for the use of the employee's privately-owned aircraft is made at the rate of \$1.27 per mile. Reimbursement for Bargaining Unit 2, 7, 9 and 10 for the use of the employee's privately-owned aircraft is made at the rate of \$1.29 effective July 1, 2016. Reimbursement for Excluded employees, which includes all supervisors, managerial, and confidential employees, use of their privately-owned aircraft on state business shall be at the Federal General Services Administration's (GSA) Privately Owned Aircraft Mileage Reimbursement Rate, which is currently \$1.29 per statute mile effective July 1, 2016. Distance is computed on the basis of shortest air route from origin to destination, using the specific route for air traffic whenever possible. Distance shown on the claim must be clearly marked "Air Distance".

When substantiated by a receipt, reimbursement will be made for actual and necessary expenses for landing and parking fees in connection with the use of the aircraft. Reimbursement will not be allowed for storage or parking fees at the location where the privately-owned aircraft is normally stored.

Private aircraft mileage is reportable and taxable. See Chapter 17 - Tax Withholding and Reporting Requirements for applicable tax rates.

The Travel Expense Claim (TEC) must include the following:

A copy of the approved Form [STD. 265](#).

If applicable, the original plus one (1) copy of the receipt(s) for landing and parking the aircraft.

Supervisor's signature on line 17 of the TEC.

The name of each state officer; employee; board, commission, or authority member transported on the trip.

The civilian airplane license number.

Agency Object Code 010 is used to claim private aircraft miles.

# Pilot Qualifications and Insurance Requirements

References: [State Administrative Manual \(SAM\) Sections 0743, 0746 and 0747](#), [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.628 and 599.628.1](#), and [Form STD. 265](#)

## OVERVIEW

If an employee is to act as pilot and carry passengers, he or she must meet State regulations in addition to Federal Aviation Administration (FAA) Regulations.

An employee pilot must certify annually that he or she has a valid FAA pilot's license. The pilot's license must be in his or her possession whenever he or she flies a privately-owned, rented, or leased aircraft on State business. The employee pilot shall also certify at least yearly to the employing agency that he or she has the required liability insurance in force during the period of official travel. These must be certified by the employee and his or her supervisor on an "Insurance Verification and Authorization to Operate Privately-Owned/Rented/Leased Aircraft on State Business" Form [STD. 265](#).

The supervisor authorizing travel by privately-owned, rented, or leased aircraft must retain the original approved Form [STD. 265](#). One (1) copy of the approved Form STD. 265 must be forwarded to the Division of Accounting, Travel Payments and Policy Section and one (1) copy returned to the employee. Insurance policies must be available for review and audit at least two (2) years from the authorization effective dates.

Completion of the Form [STD. 265](#) does not constitute prior approval to use privately-owned, rented, or leased aircraft. The supervisor must evaluate the use of aircraft and may authorize use whenever it is the most economical means available or is otherwise in the best interest of the State. An employee must obtain approval from the department before each trip when piloting any aircraft for State business.

## PILOT QUALIFICATIONS

To operate privately-owned, state-owned, or state rented aircraft on official business, pilots must be physically qualified and licensed to fly the aircraft for the type of flying performed.

In addition to any other FAA requirements, an employee pilot carrying passengers on official business must certify via the Form [STD. 265](#) that he or she:

- Possesses a valid FAA commercial pilot's license,

- Has previously logged at least 250 hours of actual flight time as a licensed private pilot in command of an aircraft, and

Has logged at least 40 hours of actual flight time as a pilot in command of an aircraft during the preceding 12 months.

An employee pilot who has carried or intends to carry passengers may be required to present his or her logbook substantiating that he or she meets the requirements. A passenger shall be defined as any person other than the pilot traveling in the aircraft. An employee pilot who carries a passenger but fails to meet the above qualifications will not be reimbursed for transportation expenses.

## **PILOT INSURANCE REQUIREMENTS**

When an employee is to act as pilot, he or she is responsible for purchasing and maintaining an insurance policy. The following must be certified annually on Form [STD. 265](#) regarding the insurance policy:

### Represented Employees:

There is bodily injury liability of at least \$100,000 for each person and \$500,000 for each occurrence.

There is property damage liability of at least \$100,000 for each occurrence or \$500,000 combined single limit.

There is passenger bodily injury liability of \$100,000 for each person, if passengers are carried.

The State of California is named as an additional insured on the insurance policy.

### Excluded Employees:

There is current insurance in the amount of not less than \$50,000 per person liability.

There is current insurance in the amount of not less than \$1,000,000 liability per incident.

Insurance policies must be available for review and audit at least two (2) years from the authorization effective dates.

The State of California will not be responsible for the payment or reimbursement of the premium for this insurance.

## Agency Rented Aircraft

References: [State Administrative Manual \(SAM\) Sections 0742, 0745, 0746 and 0748](#), [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.628 and 599.628.1](#), [Government Code Section 14120 and 14121](#), and [Form STD. 265](#)

### OVERVIEW

An aircraft may be rented, leased, or chartered for official state business when it is the least costly means of travel and in the best interest of the State. Advance approval is required from the Director and, if applicable, the Business, Transportation and Housing Agency Secretary and the Cabinet Section of the Governor's Office. The Governor's Office has granted exemption from the required approval when an emergency arises in which public safety is a concern.

State rented aircraft may be used when the total cost is less than the cost of commercial transportation. In selecting the least costly means of travel, consideration must be given to direct expense and employee time away from the office. Consider the following to determine if the use of a state rented aircraft is in the best interest of the State:

- Accessibility and/or urgency of the situation.

- Added per diem costs.

- Commercial airline services and schedules between points of origin and destination including any intermediate stops or layovers.

- Driving time to location would exceed two hours one way.

- Scheduling demand and limitations.

- The cost of personnel hours lost in travel.

- Total commercial travel costs (airlines, rental vehicle, taxi, etc.).

Employees renting, leasing, or chartering an aircraft must report the use to the Division of Accounting's Travel Payments and Policy Section by completing a Trip Cost Analysis Spreadsheet (contact the Travel Payments and Policy Section (916)227-9061 for spreadsheet). The completed spreadsheet must be forwarded to the Travel Payments and Policy Section within five (5) working days of the completion of the trip.

If an employee is to act as pilot and carry passengers, he or she must comply with the requirements detailed in this chapter. See Pilot Qualifications and Insurance Requirements for more information.

## **APPROVAL PROCESS**

Director's Approval (required for all aircraft)

Submit an internal issue memorandum to the Director for approval in advance of the proposed flight. The memorandum should include:

Date(s) and itinerary of requested flight(s).

Purpose of the trip.

Passenger name(s) (include titles and organization), if applicable.

Justification for the rental, including the advantage to the State.

Type of aircraft required.

A statement indicating the aircraft is rented with a pilot (for chartered flights).

Cost of rental, including estimated pilot and operational costs per hour.

Certification that requirements of State Administrative Manual (SAM) Sections 0742, 0745, 0746 and 0748 have been met.

Name of the aircraft firm.

Name of the insurance carrier.

The insurance policy number.

The amount of insurance coverage. Note: The rental or charter service is responsible for necessary insurance coverage as a part of its licensing requirements.

Business, Transportation & Housing Agency and Governor's Office Approval:

Additional approval by the Business, Transportation and Housing (BT&H) Agency Secretary and the Cabinet Section of the Governor's Office is required when an aircraft is any of the following:

Multi-engine.

Single-engine with power in excess of 250 hp.

A special type of aircraft such as helicopter, seaplane, etc.

Rented with a pilot (chartered flight).

When an aircraft requires BT&H and Governor's Office Approval, the following steps must be taken:

Submit an internal issue memorandum to the Director as soon as the circumstances are known. See Director's Approval for criteria to be included in the memorandum.

Upon approval from the Director, prepare a Governor's Action Request (GAR).

The Director, the Agency Secretary of Business, Transportation and Housing, and the Cabinet Secretary for the Governor's Office must approve the GAR before an aircraft can be rented, leased or chartered.

## **EMERGENCIES**

The Governor's Office has granted exemption from the required approval when an emergency arises in which public safety is a concern. Private, leased or chartered aircraft may be utilized to fly expert personnel to the emergency location. Employees chartering a flight for emergencies are responsible to ensure that the required licensing and minimum insurance coverage are met.

## **INVOICES**

When the Department is invoiced for renting aircraft, the following action should be taken:

Complete a "Service Agreement Under \$5,000" Form ADM. 3015 when the cost is less than \$5,000 or a "Purchase Request" Form ADM. 1415 when the cost is \$5,000 or more. Questions regarding these forms should be directed to the [Division of Procurement and Contracts](#).

Attach a Payee Data Record Form [STD. 204](#), if this is the first time the vendor has been paid by the Department.

Attach the rental invoice.

Attach the approved memorandum from the Director's Office or if applicable, a copy of the approved Governor's Action Request (GAR).

Submit the entire package to the Division of Accounting, Service Payables Branch.

Questions regarding payment should be directed to the Service Payables Branch. Using the contact list, select the individual assigned the alpha character associated with the vendor name.

## **REIMBURSEMENT CLAIMS**

Reimbursement for the use of a rented aircraft will be for actual and necessary costs when substantiated by a receipt and the appropriate approvals. Reimbursement will be authorized only for the size and type of aircraft necessary to complete the assignment.

The Travel Expense Claim (TEC) must include the following:

A copy of the approved Form [STD. 265](#) if the airplane was piloted by the employee.

A copy of the Trip Cost Analysis Spreadsheet.

An additional approving signature on line 18 (Signature and Title of Authority for Business Expenses Exceeding \$25.00) by the Division Chief or designee.

Supervisor's signature on line 17 of the TEC.

The approval memorandum from the Director's Office or if applicable, the approved Governor's Action Request (GAR).

The cost of the aircraft in the "Cost of Transportation" field of the TEC.

The original plus one (1) copy of the receipt.

Agency Object Code 035 is used to claim rental of an aircraft.



## **Commercial Car Rental**

References: [Department of General Services \(DGS\) Rental Car Contract](#), [State Administrative Manual \(SAM\) Sections 0750, 36320 and 4117.2](#), [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.627 and 599.627.1](#), and [Department of General Services \(DGS\) Travel Bulletin 20-01](#)

### **OVERVIEW**

With prior approval, a state employee may rent a commercial vehicle when automobile travel is essential, and a state vehicle is not available. The rental vehicle is to be used only for official business, and to obtain meals and lodging while on travel status. The vehicle must be returned to the vendor immediately upon completion of state business.

The Department of General Services (DGS) has negotiated the rental car contract for all state departments and mandates the use of Enterprise Rent- A-Car as the primary car vendor for all in-state government travel.

Travelers are required to make short-term commercial car reservations via the [Concur Travel Reservation System](#).

Passengers who are not state employees or who are not on state business are not allowed in the vehicle. The state contract does not extend insurance coverage to unauthorized drivers, passengers, or for personal use.

Employees are not allowed to extend the rental period and (charge to the Department's CTA account) for personal use beyond the end of state business and reimburse the state afterwards.

### **OUT-OF-STATE CAR RENTAL**

National Car Rental, an affiliate of Enterprise, is to be used primarily for out-of-state and international travel. Enterprise Rent-A-Car contracted rates are applicable nationwide with the exception of the State of New York.

### **SHORT-TERM RENTAL VEHICLE**

The commercial car rental contract has been established to meet the short-term travel needs of employees on official state business. The contract is intended for rental periods of 29 days or less.

Enterprise Rent-A-Car--VEHICLE CONTRACT RATES (Effective 3/1/2020)

<b>Vehicle Type</b>	<b>Daily/Base Rate</b>	<b>Weekly Rate</b>	<b>Maximum Cap Daily</b>
Compact	\$36.06	\$144.24	\$54.64
Mid-Size/Intermediate	\$36.06	\$144.24	\$54.64
Full-Size	\$38.25	\$152.98	\$57.91
Hybrid Electric Vehicle	\$45.89	\$183.58	\$67.75
4WD/Sport Utility Vehicle	\$61.19	\$244.77	\$85.23
Mini Van	\$61.19	\$244.77	\$85.23
Pick-up Trucks	\$76.49	\$305.96	\$102.72
Plug-In Hybrid Vehicle/Zero Emission Vehicle	\$45.89	\$183.58	\$67.75

\*The maximum cap rates offered must include all charges in addition to airport access fees, insurance, vehicle license fees, and State, City, and County or local surcharges that apply to the rental car industry as a whole and identified by airport. **Sales tax and fuel charges are not included in the rate.**

For more information, go to the [DGS Travel Program](#) website.

### **LONG-TERM VEHICLE RENTAL OVER 30 DAYS**

Long-Term vehicle rental refers to any fleet asset rented or leased 30 or more consecutive calendar days or more than 4 consecutive weeks. The Long-Term Commercial Car Rental Contract is an efficient, cost-effective solution for long-term (for a minimum of 30 days) car and truck rental needs.

To request a fleet vehicle for long-term use the request must be either in writing to the Department of General Services Fleet & Asset Management Unit (FAMS) at [famssupport@dgs.ca.gov](mailto:famssupport@dgs.ca.gov), or by phone at (916) 928-4604. If your request is approved, the FAMS manager will notify Statewide Travel Program (STP) of the approval. STP will work with Enterprise who will create the long-term car rental account, make arrangements to have the vehicle(s) available, and provide the branch location contact information to the requestor.

Note: Employees are not to reserve long-term vehicles in Concur.

### **PICKING UP A RENTAL VEHICLE**

When picking up a rental vehicle, employees are required to provide a current driver's license, and a second form of ID. Acceptable second forms of ID can be an employee issued ID badge, business card, a copy of a travel itinerary

from CalTravelStore/Concur or an authorization letter on a department letter head.

Verify the agreement states the correct rate per day before signing. It is very common for the rental agencies to provide an upgraded vehicle to the state employee with a reservation when no contract vehicle is available. An upgraded vehicle provided at the company's discretion should be charged at the original reserved rate.

Examine the vehicle condition before accepting delivery and document any damages on the rental agreement.

### **AUTHORIZED DRIVERS**

The renter, and any persons authorized to operate vehicles under the contract agreement, must be properly licensed. This includes the renter and the renter's fellow employees, while acting within the scope of their employment duties. Employees of the State of California who are 21 or older, if otherwise eligible, may rent and operate vehicles under the contract agreement when on official State business.

### **SUPPLEMENTAL INSURANCE**

The rental car contract includes insurance coverage for the authorized driver while on State business. Supplemental insurance is not necessary and should not be purchased when renting the vehicle. To ensure coverage, the rental car must be reserved in the Concur Travel Reservation System.

### **COUNTER BYPASS**

The rental car contract requires vendors to provide counter bypass. Counter bypass allows a government employee traveling on official State business to proceed directly to the rental vehicle. Enterprise Rent a Car provides a "State of California Employee Express Lane" at the top 14 airport locations in California.

### **REFUELING VEHICLES**

Employees are required to fill the rental car with gasoline with the same level of fuel it had when picked up prior to returning the car to the vendor. Employees will be reimbursed by submitting the receipt with the Travel Expense Claim (TEC). Prepaid receipt is not considered an actual expense and does not meet the requirement from California Department of Human Resources (CalHR) and State Controller's Office (SCO).

Note: If the gas tank is left unfilled when returning the vehicle, the employee must submit a justification (below). Without a justification, the employee will be held responsible for all fuel charges assessed by the vendor.

### **UPGRADED VEHICLES AND NON-CONTRACT RENTALS**

The following "exceptions" require a completed State Controller's Office (SCO) [Short-Term Justification Approval](#) Form (contact Travel Payments and Policy Section for the form), signed by the employee's supervisor.

- Renting a vehicle larger than the Intermediate size
- Renting a vehicle from a non-contracted vendor
- Employees needing physical or medical accommodations
- Refueling charges incurred at rental branches

The SCO Short-Term Justification Approval Form should be submitted to the Division of Accounting, Travel Payments and Policy Section. State departments are no longer required to receive approval from the DGS Statewide Travel Program. The rental receipt should accompany the Short-Term Justification Form.

An employee who requires an upgraded vehicle must also provide justification in the comment field provided in Concur. The CalTravelStore will reserve an upgraded vehicle requested through Concur once it is approved by the employee's supervisor. If no justification is provided, the employee may be required to pay any charges over the state contracted rate.

Non-contract rentals are not allowed, except in rare instances when a vehicle is not available from a contract vendor (example: Crescent City). In these cases, the employee must complete a Short-Term Vehicle Justification Form. If approved, the employee will be limited to the state contract rate reimbursement.

Note: The state does not provide insurance coverage and the employee is ultimately responsible for insuring the non-contract rental.

For additional questions, please contact the Travel Payments and Policy Section at (916) 227-8948.

### **SPECIALTY VEHICLES**

Department of General Services (DGS) describes a specialty vehicle as large SUVs, 12-15 passenger vans, cargo vans, 3/4-ton trucks, box trucks, etc. To rent a specialty vehicle the employee must fill out the State of CA Specialty Vehicle Reservation Form (contact Travel Payments and Policy Section for form).

Complete the form and sent it via email to Enterprise Holdings State of CA Business Rental Department at [calgovaradmin@ehi.com](mailto:calgovaradmin@ehi.com).

For any questions regarding the form the employee can email Enterprise or call at (916) 787-4500.

### **DROP CHARGES**

For Short-Term domestic rentals, there will not be any one-way drop charge fees against the State of California when travel reservations have been made indicating point of pick-up and point of return. Reservations for a one-way drop must indicate location points.

### **THIRD PARTY VENDORS**

Reimbursement is allowed for airfare, commercial car rental, and other transportation charges paid to third party vendors as long as the cost does not exceed the actual and necessary costs as determined by the department, not the employee. A justification is required on the TEC explaining why the department's travel reservation system (via CalTravelStore) was not used. For additional information, see Chapter 3 - Third Party Vendors.

### **GPS DEVICES**

Additional fees for the rental of a GPS device will not be reimbursed by the Department.

### **PROBLEMS OR COMPLAINTS**

Any billing problems or complaints should be brought to the attention of the manager at the car rental office. If the response is unsatisfactory, contact the Division of Accounting's Travel Policy Section at (916) 227-8948.

## Private Vehicle Use

References: [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.626, 599.626.1, 599.630, and 599.631](#), [Bargaining Unit Contracts, State Administrative Manual \(SAM\) Sections 0730, 0731, 0750, 0751, 0752, 0753, 0754 and 0759](#), and [California Vehicle Code Section 16056](#)

### OVERVIEW

An employee may use his or her privately owned vehicle on official business if approved by the supervisor. If the use is not less costly than the normal mode of transportation, the supervisor may authorize the use, but the payment will be for the less costly alternative. No employee is required to use his or her privately owned vehicle unless it is a formal condition of employment. Employees and supervisors should consider whether use of a private vehicle is costlier than use of a rental vehicle (see mileage calculator below).

Mileage is paid to an employee:

- When authorized to use a private vehicle on official business.

- When called back to work necessitating more than one trip to the work location on a normal workday. See Chapter 13 - Call Back Mileage for details.

An employee who operates a vehicle on official business must have a valid driver's license, insurance, and a good driving record. The employee shall use, and ensure all passengers use, all available safety equipment in the vehicle. Frequent drivers should attend and successfully complete an approved defensive driver-training course at least once every four (4) years. Driver training courses are available through the Department of General Services.

Gasoline, maintenance and automobile repair expenses are not state expenses as mileage reimbursement covers the operating cost and wear and tear of an employee's private vehicle. The mileage reimbursement rates include the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover the reasonable value of the vehicle, less a deductible. Damage caused by vandalism or theft of an employee's privately-owned vehicle is not reimbursable. For further information, see Chapter 15 - Vehicle Accidents.

### SUPERVISOR'S APPROVAL OF PRIVATE VEHICLE USE

The supervisor may authorize an employee to use his or her privately owned vehicle on state business when it has been determined that:

- A state vehicle is not available.

It is more advantageous economically to the state for the employee to use his or her own vehicle, even though a state vehicle is available.

In determining economic advantage of a state versus a private vehicle, the supervisor will consider the following:

Distance to be traveled and duration of trip, as these affect direct costs.

Location of the employee's residence, regular workplace, destination, and location of available state vehicles, as these factors affect employee time and distance traveled.

## **AUTHORIZATION FORM**

An employee using his or her private vehicle on state business MUST have an "Authorization to Use Privately Owned Vehicles on State Business," Form [FA-0205A](#), approved and on file with his or her supervisor. This form certifies that the employee has met safety, insurance and driver's license requirements. Renewal of this form is required annually or when a change affecting certification occurs.

If an employee chooses to change his or her current Form [FA-0205A](#) (POV) for any reason during the year, he or she may do so by either:

1. Completing a new POV Form; or
2. Making changes to the original retained by the supervisor and initialing the form. The supervisor may not change the mileage reimbursement rate if the employee properly certifies the rate.

Each supervisor or approving officer shall verify that there is a fully executed and current POV on file before he or she signs a travel expense claim for the employee. The employee's signature on the travel expense claim shall certify that the minimum insurance and safety factors were in effect and had been properly recorded before the privately-owned vehicle was used. When a state employee uses a privately-owned vehicle for official travel without having received the proper authorization, he or she does not qualify for mileage reimbursement.

## **INSURANCE**

Each employee who plans to drive his or her vehicle should be aware that the insurance maintained by the State of California is only applicable to that liability which is over and above the liability insurance maintained by the employee.

The employee must maintain liability insurance for the minimum amount prescribed by state law.

\$15,000 for injury/death to one person.

\$30,000 for injury/death to more than one person.

\$5,000 for damage to property.

Uninsured vehicles are not authorized for use on state business.

## **MILEAGE CALCULATOR**

The Mileage Calculator is to assist State employees with determining the most cost-effective travel solution. With the closing of State garages, employees may require a daily rental vehicle for State business purposes. To determine whether using a personal vehicle or a car rental is the most cost-effective method, managers and employees can use the [Mileage Calculator](#).

## **MILEAGE REIMBURSEMENT - REPRESENTED EMPLOYEES**

Authority: Bargaining Unit Contracts, and CCR 599.626

**Transportation to and/or from Headquarters** - Reimbursement of private vehicle mileage for travel between residence or garage and headquarters is not allowed regardless of the employee's normal mode of transportation. When a trip is commenced or terminated at the employee's residence, the distance traveled for reimbursement purposes shall be computed from either the employee's headquarters or residence, whichever shall result in the lesser distance. **Refer to the applicable MOU for provisions that may supersede this regulation (CCR 599.626).**

Exceptions to the above are:

Represented employees may claim travel expenses related to call-back for overtime work which requires more than one trip to the assignment on a normal work day or any call-back on an employee's normal day off. Pre-scheduled work on an employee's normal day off is not considered to be a call-back. Refer to the applicable MOU for provisions that may supersede this regulation.

When the headquarters of a permanent, full time employee is located 24 or more kilometers (15 or more road miles) one way from the nearest residential area with available housing, the appointing power may authorize payment of expenses incurred by an employee in the use of a privately-owned vehicle.

When an employee is authorized by his/her appointing authority or designee to operate a privately-owned vehicle on State business the employee will be allowed to claim and reimbursed at the Federal Standard Mileage Rate (FSMR).



When an employee is required to report to an alternative work location, the employee may be reimbursed for the number of miles driven in excess of his/her normal commute.

**Transportation to/from Common Carrier** - When the employee's use of a privately owned vehicle is authorized for travel to or from a common carrier terminal and the employee's vehicle is not parked at the terminal during the period of absence, the employee may claim double the number of miles between the terminal and the employee's headquarters or residence, (whichever is less) while the employee occupies the vehicle.

When travel to or from a common carrier commences or terminates one hour before or one hour after the regularly scheduled work day or on a regularly scheduled day off, distance may be computed from the employee's residence in accordance with CCR Section 599.631 (c) or the applicable provisions of a Memorandum of Understanding as appropriate.

Exception to "whichever is less":

If employee begins travel one hour or more before he/she normally leaves his/her home, or on a regularly scheduled day off, mileage may be computed from his/her residence.

## **MILEAGE REIMBURSEMENT - EXCLUDED EMPLOYEES**

Authority: CCR 599.626.1

**Transportation to and/or from Headquarters** - Expenses arising from travel between home or garage and headquarters shall not be allowed regardless of the employee's normal mode of transportation. When a trip is commenced or terminated at claimant's home, the distance traveled shall be computed from either his/her headquarters or home, whichever shall result in the lesser distance.

Exceptions to the above are:

**Excluded Employees:** Per CCR Section 599.626.1, Excluded employees may claim travel expenses related to call-back to work which requires more than one trip to the assignment on a normal work day or any call-back or pre-scheduled work on an employee's normal day off.

When the headquarters of a permanent, full time employee is located 24 or more kilometers (15 or more road miles) one way from the nearest residential area with available housing, the appointing power may authorize payment of expenses incurred by an employee in the use of a privately-owned vehicle.

Where such expenses are incurred by call back to work necessitating more than one trip to the work location on a normal work day or by reason of any call back or pre-scheduled work on an excluded employee's normal day off.

When the criteria in 599.626(d)(2) for remote headquarters are met. This reimbursement is allowed only with the advance written approval from the California Department of Human Resources (CalHR).

When an employee's regular work assignment requires him/her to report to or rotate among two or more posts or work stations at different geographic locations and he/she is instructed to report to a designated post, the reimbursable distance from his/her home to the designated post and return shall be limited to that which exceeds the round trip distance from his/her home to his/her designated headquarters.

**Transportation to/from Common Carrier** - When travel to or from a common carrier commences or terminates one hour before or one hour after the regularly scheduled work day or on a regularly scheduled day off, distance may be computed from the employee's residence in accordance with CCR Section 599.631.

When the employee's use of a privately-owned vehicle is authorized for travel to or from a common carrier terminal and the employee's vehicle is not parked at the terminal during the period of absence, the employee may claim double the number of miles between the terminal and the employee's headquarters or residence, (whichever is less) while the employee occupies the vehicle.

**MILEAGE REIMBURSEMENT RATES \***

The mileage reimbursement rates for all excluded and represented employees who use their personal vehicle for official State business are:

<b>Vehicle Type</b>	<b>Effective 01/01/20</b>	<b>Effective 01/01/19</b>	<b>Effective 01/01/18</b>	<b>Effective 01/01/17</b>	<b>Effective 01/01/16</b>
Personal vehicle	57.5 cents per mile	58 cents per mile	54.5 cents per mile	53.5 cents per mile	54 cents per mile
Specialized vehicles	57.5 cents per mile	58 cents per mile	54.5 cents per mile	53.5 cents per mile	54 cents per mile
Private aircraft	\$1.27 per mile	\$1.26 per mile	\$1.15 per mile	\$1.15 per mile	50 cents per mile
Bicycle	4 cents per mile	4 cents per mile	4 cents per mile	4 cents per mile	4 cents per mile

Moving and Relocation	17 cents per mile	20 cents per mile	18 cents per mile	17 cents per mile	19 cents per mile
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Employees should show the mileage rate claimed in Box 15, "Rate Claimed", of the travel expense claim. Claims for reimbursement for private vehicle expenses must include the vehicle license number and the name of each state officer, employee or board, commission or authority member transported on the trip. No reimbursement of transportation expense shall be allowed any passenger in any vehicle operated by another state officer, employee or member.

\* Certain mileage reimbursements such as: private aircraft, bicycle, call back, and scheduled overtime are classified as fringe benefits and reported as taxable income.

For information regarding taxability, see Chapter 17 - Tax Withholding and Reporting Requirements.

### **SPECIALIZED VEHICLES**

Employees who must operate a motor vehicle on official State business and who, because of a physical disability, may operate only specially equipped or modified vehicles may claim the FSMR, with certification. Supervisors who approve specialized vehicle claims have the responsibility to determining the need for the use of such vehicles.

### **MOTORCYCLES**

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

### **COST COMPARISON (IN LIEU)**

When air or train is the normal mode of travel and an employee chooses to instead use his or her private vehicle, a cost comparison must be made and attached to the Travel Expense Claim (TEC) to support the amount claimed. The only costs considered appropriate in the comparison are non-refundable commercial carrier fares, transportation to and from the common carrier, and airport parking. These costs are compared to private vehicle mileage between the point of origin and destination and return. The employee may only claim reimbursement for the least expensive mode of transportation.

Ground transportation (e.g. rental cars, shuttle, taxi, etc., at the travel location) is not to be included in the cost comparison. Cost comparisons shall include only the least costly methods of transport for those expenses substituted and shall include only the expenses of traveling from one location to another.

Transportation expenses at the travel location will be reimbursed based on the actual business transportation expenses incurred while at the travel location.

The following example clarifies the reimbursable amount of in lieu of airfare expense:

<b>Flying:</b>		<b>Driving:</b>	
Airfare	\$312.00	Private Vehicle Mileage	
Airport Parking	\$15.00	380 miles x	
Mileage to/from airport	\$12.00	\$0.575 per mile =	\$218.50
<b>Total</b>	<b>\$339.00</b>	<b>Total</b>	<b>\$218.50</b>

The employee chose to travel by private vehicle instead of flying, the normal mode of transportation. The reimbursement to the employee would be \$218.50. The \$218.50 should be listed under "cost of transportation" on the TEC and coded to object 010 on a separate line in the expense coding section.

## **Parking and Tolls**

References: [State Administrative Manual \(SAM\) Section 0755](#), [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.625.1, 599.626, 599.630 and 599.631](#), [California Department of Human Resources \(CalHR\) PML 2007-024](#), and [Bargaining Unit Contracts](#)

### **PARKING**

Employees using state, rental, or privately-owned vehicles on official business may be paid for certain parking charges as follows:

For day parking when on trips away from their headquarters office and residence.

For 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.

For day parking due to a callback or scheduled overtime on a normal day off.

For 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.

### **EMPLOYEES**

Are required to secure the most economical parking available.

Employees parking at airports must use the less expensive peripheral parking. A valid Justification will be required with the Travel Expense Claim (TEC) explaining why economy parking was not used.

Reimbursement requests for higher parking fees without valid justifications will be reduced to the airport's economy parking rate.

Are required to attach a receipt to the TEC for each parking charge of more than \$10.00 for one continuous period. Airport parking expenses claimed without receipts will be reimbursed at the airport's economy parking rate.

May not claim tips associated with required valet service as a parking charge. Tips are considered part of incidentals.

Should not park state vehicles overnight at an airport unless there is no other practical and reasonable way for the employee to get to and from the airport.

## **TOLLS**

All ferry, bridge, or toll road charges are reimbursable if:

Reasonably and necessarily incurred when employees travel on state business.

Receipts are attached to the TEC for each toll charge of more than \$10.00.

Due to a callback or overtime on a normal day off.

## Vehicle Accidents

References: [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.630 and 599.631](#), [State Administrative Manual \(SAM\) Sections 0753, 0757, 758, 2430, and 2440](#), and [Department of General Services \(DGS\) MM 2003-03](#)

### OVERVIEW

Department of General Services (DGS) Management Memo 2003-03 requires all motor vehicle accidents involving any vehicle used for state business be reported within 48 hours to the Office of Risk and Insurance Management (ORIM). Chapter 18 of the Caltrans Safety Manual provides supervisors and employees with detailed instructions for the reporting and documentation of motor vehicle accidents.

For additional information, see the Department of General Services (DGS), Office of Risk and Insurance Management, [Report Vehicle Accident Involving State Employees](#).

### COMMERCIAL RENTAL VEHICLES

State employees shall not purchase the loss or collision damage waiver at the time of rental. In the event of an accident, employees will not be responsible for loss or damages to the vehicle except as stated in the contract language below.

Notwithstanding the provisions of any vehicle rental agreement executed by the state employee, the [contract rental agency](#) assumes and shall bear the entire risk of loss of, or damage to, the rented vehicle (including costs of towing, administrative costs, loss of use and replacement) from any and every cause whatsoever. This includes without limitation, casualty, collision, fire, upset, malicious mischief, vandalism, falling objects, overhead damage, and glass disappearance, except where the loss or damage is caused by one or more of the following:

- Willful or wanton misconduct on the part of the driver.

- Obtaining the vehicle through fraud or misrepresentation.

- Operation of the vehicle by a driver who contributed to the vehicle damage while such person was (and has been adjudged by the courts to have been) under the influence of alcohol or any drug.

- Use of the vehicle for any intentionally illegal purpose.

- Use or permitting the vehicle to carry unauthorized passengers or property for hire.

Operations of the vehicle in a test, race, or contest.

Operation of the vehicle by a person other than an authorized driver.

Operation of the vehicle outside the continental United States except where such use is specifically authorized by the rental agreement at the time of rental. State policy requires:

The appropriate state agency approves the travel.

The rental car company is notified regarding the trip.

DGS, ORIM-approved insurance is obtained for the trip.

Operation of the vehicle off paved, graded, or maintained roads or driveways, except when the rental agency has agreed to this in writing beforehand and the vehicle was properly designed for such use.

The rental agency will submit any bills due to the coverage exceptions detailed above directly to Caltrans. If Caltrans denies liability on the basis that the employee was not operating the vehicle within the scope of employment at the time of the loss, the rental agency will be instructed to pursue compensation from the employee. Claims for damage to a vehicle will not include amounts for loss of use.

In the event of an accident or if repairs become necessary, the employee should immediately notify the rental agency for assistance and instructions.

## **STATE VEHICLES**

Travel Expense Claim (TEC) reimbursement for accident damage repairs to state vehicles is prohibited.

If a state vehicle is involved in an accident and the state employee driver is at fault, ORIM adjusters will evaluate claims to determine the state's liability and negotiate settlements. ORIM will provide vehicle damage recovery services when the other driver is at fault.

## **PRIVATELY-OWNED VEHICLES**

The current mileage reimbursement rate for privately-owned vehicles includes the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover the reasonable value of the vehicle less a standard deductible.

If a privately-owned vehicle operated by an employee on official state business is damaged by collision or is otherwise accidentally damaged, reimbursement for repair will be allowed as follows:



Represented employees: Reimbursement for reasonable repair, limited to the actual loss and those costs not recoverable directly from or through insurance coverage of any party involved in the accident.

Non-represented employees: Reimbursement for repair or the deductible, to a maximum of \$500.

Note: The California Department of Human Resources (CalHR) has determined that private vehicle wear and tear, tire damage, tire blowouts, vehicle breakdown, cracked windshields, damage caused by vandalism or theft of an employee's privately-owned vehicle, etc. is **not** a State expense.

## **REIMBURSEMENT CLAIMS**

Reimbursement for motor vehicle accidents is limited to claims for privately-owned vehicles.

### **Employee's responsibilities when submitting a claim:**

Before submitting a Travel Expense Claim (TEC) for reimbursement, an employee must attempt to recover damages through insurance coverage.

Reimbursement for repairs to privately-owned vehicles may be made for accident damage when the following conditions are present:

- The damage occurred while the vehicle was used on official state business by permission or authorization of the employing agency.

- The vehicle was damaged through no fault of the employee.

- The amount claimed is an actual loss to the employee and is not recoverable directly from or through the insurance coverage of any party involved in the accident.

- The loss claimed does not result from a decision of the state employee not to maintain collision coverage.

The claim is processed in accordance with the procedures prescribed by the Department of General Services, [Office of Risk and Insurance Management](#) and/or the [California Department of Human Resources \(CalHR\)](#).

### **The supervisor approving the TEC must ensure the following:**

- The vehicle was being operated on official state business and that the accident occurred through no fault of the employee.

- The employee has a current "Authorization to Use Privately-Owned Vehicle on State Business" Form [FA-0205A](#), on file.

The employee has presented sufficient evidence that the repair expense has not been paid by insurance.

Reimbursement is authorized only for the deductible or least expensive of three (3) competitive estimates for repair, whichever is less.

The claim is not the result of the employee's, the officer's, or the agent's decision not to maintain collision coverage.

**The TEC must include the following:**

A copy of the "Vehicle Accident Report" Form [STD. 270](#), signed by the employee's supervisor.

Three (3) estimates of repair costs. The least expensive of the three (3) estimates will be used to determine the actual reimbursement.

A paid invoice detailing repairs and replacement parts.

Proof of insurance deductible from the employee's insurance company.

The following statement in the "purpose" section of the TEC, "I hereby certify that this expense was incurred by me as a result of damage to my privately-owned vehicle. This expense is not reimbursable through the insurance coverage of any of the parties involved in the accident."

Reimbursement is made from the employee's program travel funds using Agency Object Code 001.

Claims filed because of a decision not to maintain collision coverage may be filed with the [Victim Compensation and Government Claims Board](#).

## **Rail/Amtrak**

References: [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.626 and 599.629.1](#), and [Bargaining Unit Contracts](#)

### **OVERVIEW**

The Division of Rail has partnered with Amtrak® to develop the [Amtrak California](#) web site which provides information on the three (3) main interstate rail routes within California:

The Capitol Corridor

The Pacific Surfliner

The San Joaquin

Information on local inter-city rail services and other local transportation may be found at the [Visit California](#) website web site under "Public Transportation".

Reimbursement will be made only for the method of transportation that is in the best interest of the State, considering both direct expense as well as the employees' time. Special rates and round-trip rates should be used whenever possible.

### **ONLINE RESERVATIONS AND TICKETS**

Online reservations should be made in Concur via the [CalTravelStore](#).

Login to your Concur Account

Choose the Rail Tab.

Choose between Round Trip, One-Way and Multi Segment.

Enter Departure and Arrival Stations.

Enter Dates and Times of Departure and Return (Calendar/Dropdown).

Press Search.

Choose "Search by Fares" or "Search by Schedule".

Press the ticket price to choose.

Review Selected Itinerary; Enter Travel Preferences and Passenger Information.  
(Ticket gets charged directly to Caltrans CTA account)

Click "Reserve Train and Continue".

Enter Trip Name, Description and confirmation e-mail address.

Enter Cost Coding = Unit, Project, Phase, Object Code, and Reporting ID (if applicable).

Press "Next"

To complete booking, press the "Purchase Ticket" button after reviewing the page. To cancel, press the "Cancel" button.

Print Itinerary.

## **PHONE RESERVATIONS**

Reservations made over the phone will incur a higher service fee. Reservations may be made over the phone by calling the CalTravelStore at 1-877-454-8785.

## **PICK UP TICKET AT RAIL STATION**

When purchasing your tickets online in Concur or over the phone via the CalTravelStore, you'll need to receive the actual tickets before you travel. There are two options for obtaining your tickets:

- \*Collect your ticket through a Quik-Trak Machine; or

- Pick up from a ticket window at the Amtrak departure train station;

- \*Follow the on-screen displays for instruction on the use of the Amtrak Quik-Trak Machine. For more information, visit Amtrak's Quik-Trak page. A credit card is required to activate the machine along with your Amtrak reservation number. The credit card is used as a form of ID and will not be charged if the reservation was made in Concur.

## **UNUSED RESERVATIONS AND TICKETS**

Employees should return unused tickets to the CalTravelStore and request a refund by providing the name of the traveling employee and the travel date. Mail the unused tickets /vouchers to:

CalTravelStore  
707 3rd Street  
West Sacramento, CA 95605

## **REIMBURSEMENT CLAIMS**

Employees purchasing their own rail tickets for official state business travel may receive reimbursement by submitting a Travel Expense Claim (TEC). Receipts are required for rail fares over \$24.99 when travel is wholly within the State of California. The object code for rail fares is 001.

## Other Modes of Transportation

References: [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.626, 599.626.1, 599.627 and 599.627.1](#), [State Administrative Manual \(SAM\) Sections 0730 and 0759](#), [Bargaining Unit Contracts](#), and [California Department of Human Resources \(CalHR\) PML 2015-039](#)

### OVERVIEW

Reimbursement of transportation expenses will be made only for the method of transportation that is in the best interest of the State, considering both direct expense as well as the employee's time. Some modes of travel that are allowed include travel by bus, shuttle bus, streetcar, local rapid transit, transportation network companies, taxi, and bicycle. Reimbursement for travel by motorcycle is not allowed.

Expenses arising from travel between home or garage and headquarters shall not be allowed, regardless of the employee's normal mode of transportation. When a trip is commenced or terminated at the claimant's home, the distance traveled shall be computed from either his or her headquarters or home, whichever shall result in the lesser distance. For more information, see Chapter 15 - Private Vehicle Use.

### TIPS FOR ALLOWABLE TRANSPORTATION EXPENSES

Effective May 11, 2020, state employees may receive reimbursement for tips related to allowable transportation expenses incurred while conducting approved state business as follows:

- Up to \$2.00 or 20%, whichever amount is greater.

- Incurred in accordance with state policy.

- The method of travel that is in the best interest of the state.

Allowable transportation expenses include fares from transportation network companies (such as Uber or Lyft), or taxi services, plus applicable taxes and fees.

For example, an employee submits an allowable \$20.00 fare from a transportation network company for reimbursement, the maximum allowable tip is the greater of \$2.00 or 20% (\$4.00).

For more information please see Travel Information & Policy (TIP) 20-07 – Reimbursement on Tips for Allowable Meal and/or Transportation Expense.

### BUSES

Bus fares are reimbursable when paid by the employee as a result of conducting state business. The employee may file a Travel Expense Claim (TEC) for reimbursement. Receipts are required for any fare of \$24.99 or more or when travel is not wholly within the State of California.

### **SHUTTLE BUSES, STREETCARS AND LOCAL RAPID TRANSIT**

Shuttle or hotel buses, streetcars, local rapid transit and other similar forms of transport are often the least expensive mode of transportation between airports, lodging, and job sites.

An employee who has paid fares for shuttle or hotel buses, streetcars, or local rapid transit in the conduct of state business may file a TEC for reimbursement. Receipts are required for each fare over \$10.00.

### **TRANSPORTATION NETWORK COMPANIES**

These companies provide prearranged transportation services for compensation using an online-enabled application or platform to connect passengers with drivers using a personal vehicle. Lyft and Uber are examples of transportation network companies.

### **TAXIS**

Taxis should only be used when other forms of public transportation are unavailable. These are generally more expensive than other forms of transportation.

Employees paying out-of-pocket for taxi service may file a TEC for reimbursement. An explanation for all taxi fares must be included on the TEC and receipts are required for each taxi fare over \$10.00.

### **PRIVATE BICYCLES**

When a privately-owned bicycle is used in the conduct of official state business, the employee will be allowed to claim four cents (\$.04) per mile. Mileage reimbursement for bicycles is classified as fringe benefits and reported as taxable income. Employees may file a TEC for reimbursement.

Reimbursement for business use of an employee-owned bicycle is reportable and taxable income. For tax rates, see Chapter 17 - Tax Withholding and Reporting Requirements.

### **SHARED BICYCLES**

State employees may receive reimbursement for using shared bicycle services while conducting approved state business if they:

- Ride a bicycle (as defined in Vehicle Code [VEH] section 231) from a shared bicycle service

- Ride a Class 1 or Class 2 electric bicycle (as defined in VEH section 312.5) from a shared bicycle service

A JUMP/Lime electric bicycle is an example of a Class 1 electric bicycle.

CalHR strongly encourages employees to wear helmets.

### **SHARED SCOOTERS SERVICES**

State employees may receive reimbursement for using shared scooter services while conducting approved state business if they:

- Ride a motorized scooter (as defined in VEH section 407.5)

A JUMP/Lyft electric scooter is an example of a motorized scooter.

CalHR strongly encourages employees to wear helmets.

### **MOTORCYCLES**

No reimbursement will be allowed for transportation expense when the employee uses a privately-owned motorcycle or motor-driven cycle in the conduct of official state business.