

Non-Travel Expenses Expense Reimbursement

Reimbursement for “non-travel” expenses, such as overtime meals, can be requested on CalATERS. Read these instructions prior to creating the Expense Reimbursement form. These instructions are to be used in conjunction with [Create Expense Reimbursement](#) or [Specialized Account Coding](#) instructions available on the CalATERS web site.

Table of Contents		
Section	Title	Page(s)
I.	Non-Travel Explanation and Considerations	2
	What is Non-Travel?	2
	Personal Auto Mileage Considerations	2
	Selecting a Claim and Trip Type	2
II.	Non-Travel Claim Type	3 – 5
	<u>Sample 1 – Overtime Meals with no other travel related expenses</u>	3 – 5
III.	In State Travel Claim Type	6 – 12
	<u>Sample 2 – Personal Auto Mileage and Meals</u>	6 – 8
	<u>Sample 3 – Personal Auto Mileage (with no meals) and Regular Travel</u>	9 – 12

I. **Non-Travel Explanation and Considerations**

What is Non-Travel?

Non-travel is used to claim expenses that are necessary for the completion of State business, that do not meet the normal definition of travel (50 miles or more from home or headquarters). Examples of non-travel expenses include Overtime Meals, Call Back Mileage, Personal Auto Mileage, Business Meals, Uniform Allowance and Training/Tuition.

Personal Auto Mileage Expense Considerations

Personal Auto Mileage may be claimed on Non-Travel or other claim types, such as In State Travel, Out of State Travel or Out of Country Travel.

For business requiring personal auto usage, that is less than 50 miles from home or headquarters (usually considered non-travel), mileage may be claimed using non-travel, but meals such as breakfast and dinner may not unless they are considered business expenses (e.g., Breakfast, Business). If you need to claim personal auto mileage and a “regular” meal, use Claim Type “In State Travel” and the “Regular Travel” trip type. See [Sample 2 – Personal Auto Mileage and Meals](#)

Selecting a Claim and Trip Type

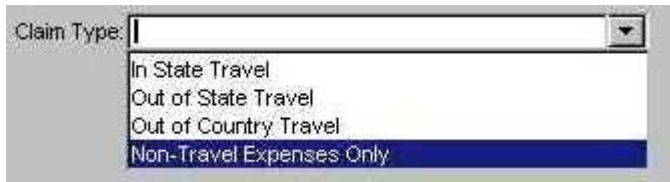
You can document up to four “trips” on one Expense Reimbursement form. You need to consider all of the “trips” and expenses you wish to claim on one Expense Reimbursement form when selecting a Claim and Trip type. For detailed information on how to create an Expense Reimbursement form refer to instructions on the CalATERS web site.

Continued on next page.

II. Non-Travel Expenses Only Claim Type

Select the **Non-Travel Expenses Only** claim type when you only have non-travel to claim. When this claim type is selected you will be limited to **Non-Travel Expenses**, so all other "travel" must be claimed on a separate form.

Claim Type – Non-Travel Expenses Only



A screenshot of a dropdown menu labeled "Claim Type:". The menu is open, showing four options: "In State Travel", "Out of State Travel", "Out of Country Travel", and "Non-Travel Expenses Only". The "Non-Travel Expenses Only" option is highlighted in blue.

Available Trip Types or Expenses

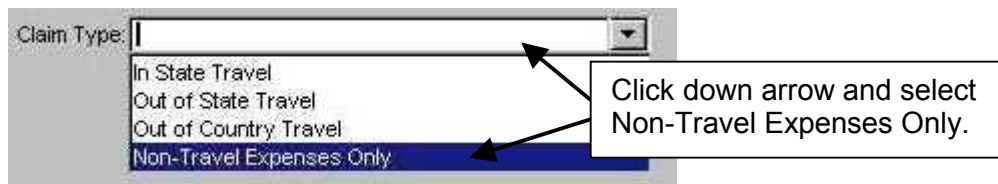


A screenshot of a dropdown menu titled "Select from the following list". The menu is open, showing one option: "Non-Travel Expenses". The option is highlighted in blue.

Sample 1 – Overtime Meals with no other travel related expenses

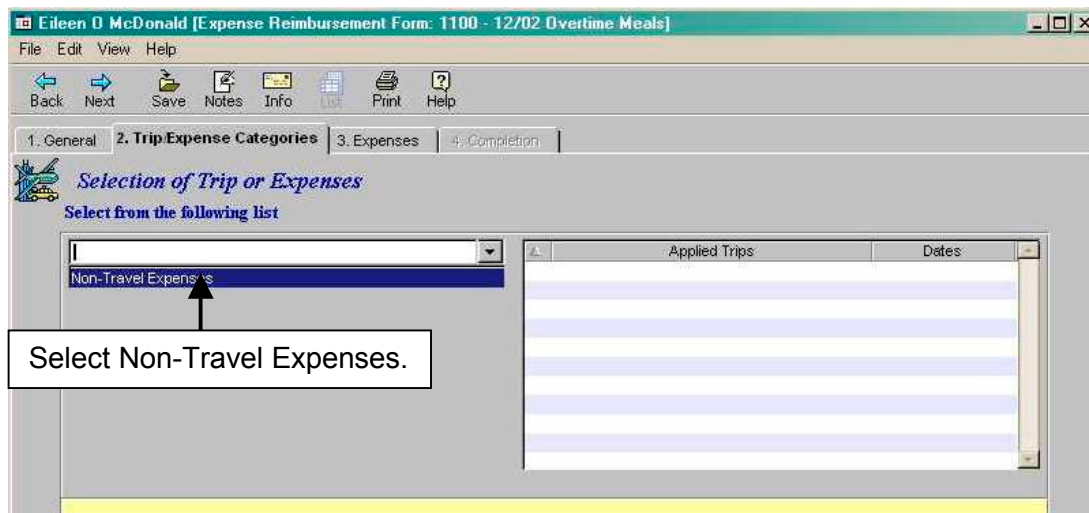
You are requesting reimbursement for Overtime Meals or Personal Auto Mileage for business less than 50 miles from home or headquarters, and you have no other expenses to claim.

Select Claim Type **Non-Travel Expenses Only**.



A screenshot of the "Claim Type:" dropdown menu. A callout box with arrows pointing to the dropdown arrow and the "Non-Travel Expenses Only" option contains the text: "Click down arrow and select Non-Travel Expenses Only."

At tab 2. Trip/Expense Categories, select **Non-Travel Expenses**.



A screenshot of the "Expense Reimbursement Form" for Eileen D McDonald. The "2. Trip/Expense Categories" tab is active. The "Selection of Trip or Expenses" section shows a dropdown menu with "Non-Travel Expenses" selected. A callout box with an arrow pointing to the dropdown menu contains the text: "Select Non-Travel Expenses." To the right, there is a table with columns "Applied Trips" and "Dates".

Complete remaining fields and click **Add**. Trip is added to **Applied Trips** list.

Note: If you will be claiming expenses for a period of time, for instance the month of February, select 01/01/03 as the **First date of trip** and 01/31/03 as the **Last Date of trip**.

Continued on next page.

II. Non-Travel Expenses Only Claim Type (continued)

Sample 1 – Overtime Meals with no other travel related expenses (continued)

Selection of Trip or Expenses
Select from the following list

Applied Trips	Dates
<input checked="" type="checkbox"/> Non-Travel Expenses	01/01/03 - 01/31/03

Update or Remove the applied trip

Non-Travel Expenses

First date of Trip: 01/01/03
 Last Date of Trip: 01/31/03
 Trip Purpose: Overtime Meals

Trip Name: Overtime Meals
 State vehicle used? No
 License Number:

Buttons: Update, Remove

Message: Trip successfully added

Callout: Complete fields and click Add.

Select the **Overtime Meals** expense type from the expense list.

Overtime Meals

	Wed Jan 1	Thu Jan 2	Fri Jan 3	Sat Jan 4	Sun Jan 5	Mon Jan 6	Tue Jan 7	Wed Jan 8	Thu Jan 9	Fri Jan 10	Sat Jan 11	Totals
Licenses												
Long Distance Telephone												
Lunch, Business												
Mileage, Bicycle												
Mileage, Bicycle, Callbk												
Mileage, Personal Aircraft												
Mileage, Personal Auto												
Mileage, Personal Auto, Callbk												
Mileage, Personal Auto, Remote HQ												
Mileage, Spec/Mod Auto												
Mileage, Spec/Mod Auto, Callbk												
Mileage, Spec/Mod Auto, Remote HQ												
Overtime Meals												
Overtime Meal Ticket												
Parking, Auto												
Parking, Personal Aircraft												
Parking, Rental Aircraft												
Physical Examination Fees												

Buttons: Enter

III. In State Travel Claim Type

Select the **In State Travel** claim type when you want to be reimbursed for both non-travel and travel related expenses. This claim type will allow you to claim Long Term Assignment, Non-State Sponsored Conference/Convention, Non-Travel Expenses, Regular Travel and State Sponsored Conference/Convention.

In State Travel Claim Type



A screenshot of a software interface showing a dropdown menu labeled 'Claim Type:'. The menu is open, displaying four options: 'In State Travel' (highlighted in blue), 'Out of State Travel', 'Out of Country Travel', and 'Non-Travel Expenses Only'.

Available Trip Types or Expenses



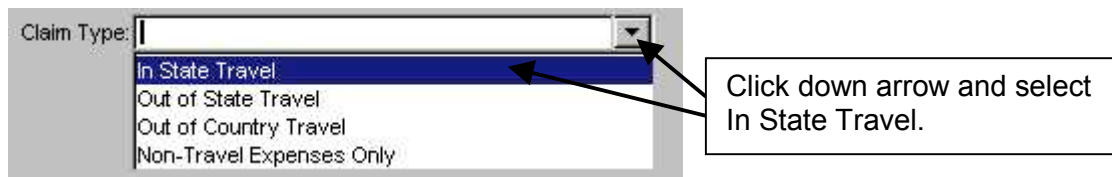
A screenshot of a software interface showing a dropdown menu titled 'Select from the following list'. The menu is open, displaying five options: 'Long Term Assignment', 'Non-State Sponsored Conference/Convention', 'Non-Travel Expenses' (highlighted in blue), 'Regular Travel', and 'State Sponsored Conference/Convention'.

Sample 2 – Personal Auto Mileage and Meals

This sample shows how to request reimbursement for personal auto mileage for business less than 50 miles from home or headquarters (considered non-travel) and “regular” meals.

You cannot claim meals, other than business meals, using non-travel. If you want to claim breakfast or dinner and personal auto mileage, you must use the Regular Travel trip type versus Non-Travel.

Select Claim Type **In State Travel**.



A screenshot of a software interface showing a dropdown menu labeled 'Claim Type:'. The menu is open, displaying four options: 'In State Travel' (highlighted in blue), 'Out of State Travel', 'Out of Country Travel', and 'Non-Travel Expenses Only'. A callout box with a black border and white background contains the text 'Click down arrow and select In State Travel.' with two black arrows pointing to the dropdown arrow and the 'In State Travel' option.

Continued on next page.

III. In State Travel Claim Type

Sample 2 – Personal Auto Mileage and Meals (continued)

At tab 2. Trip Expense Categories, select **Regular Travel** and complete remaining fields. At the question “Was Trip > or = 50 miles from Home/Headquarters?” Answer **No**.

The screenshot shows the 'Expense Reimbursement Form: 1100 - Mileage and Meals (non-travel)' with the '2. Trip Expense Categories' tab selected. A dropdown menu is open, showing 'Regular Travel' as the selected option. A callout box with an arrow points to this option, containing the text 'Select Regular Travel.' Below the dropdown, the 'Regular Travel' section is highlighted in yellow. A callout box with an arrow points to this section, containing the text 'Complete fields.' The form includes the following fields and options:

- First date of Trip: 01/01/03
- Last Date of Trip: 01/01/03
- Start Time: 0600
- End Time: 1900
- Trip Location: Sacramento
- Trip Purpose: Mileage & Meals
- Trip Name: Mileage & Meals
- State vehicle used?: No
- Was Trip > or = 50 miles from Home/Headquarters?: No
- License Number: (empty)

You will be prompted with an exception message. Select **Yes** if your business trip was approved by your department. DPA prior approval is not required.

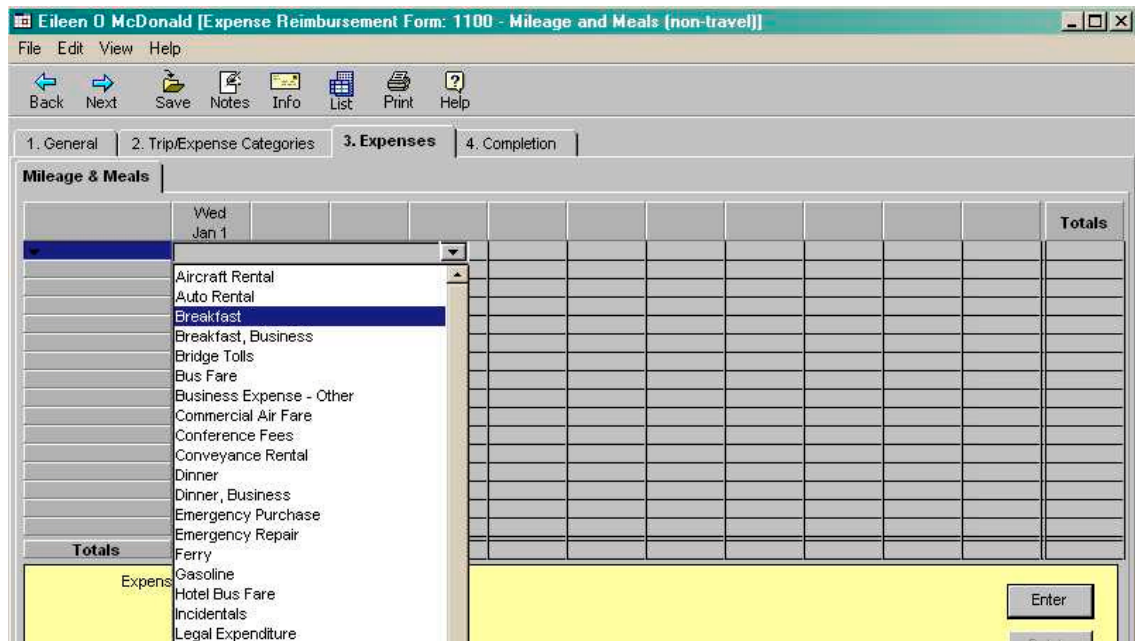
The screenshot shows the 'Review Items - Exceptions' dialog box. The message reads: "Item: #1a DPA required. Exception: A Document of Prior Approval must be submitted based on trip mileage (50). Response: Yes". The 'Response' dropdown menu is open, showing 'Yes' and 'No' options. The 'Yes' option is selected. Buttons for 'Ok', 'Cancel', and 'Policy...' are visible at the bottom.

Click **Ok**. Then click **Add** to add the trip to the **Applied Trips** list.

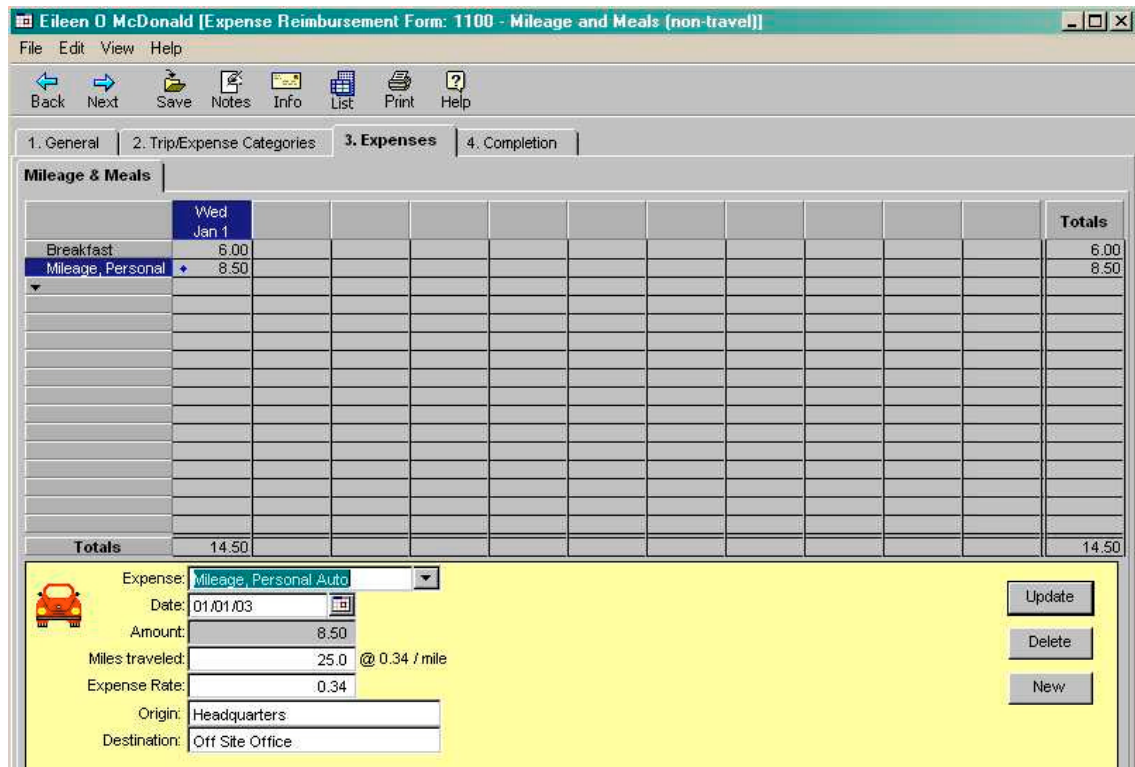
III. In State Travel Claim Type (continued)

Sample 2 – Personal Auto Mileage and Meals (continued)

Click forward to tab **3. Expenses**.



Select meal expenses, for example **Breakfast** and key associated information.



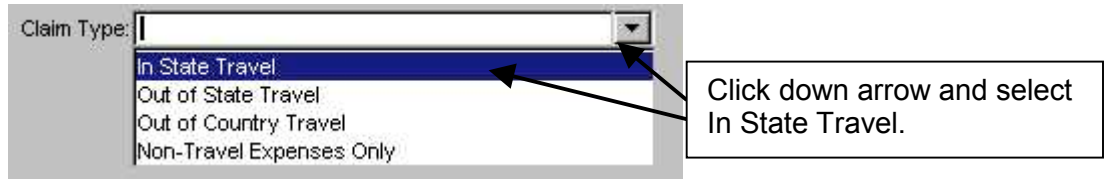
Select **Mileage Personal Auto** and key remaining information. Complete form as usual.

III. In State Travel Claim Type (continued)

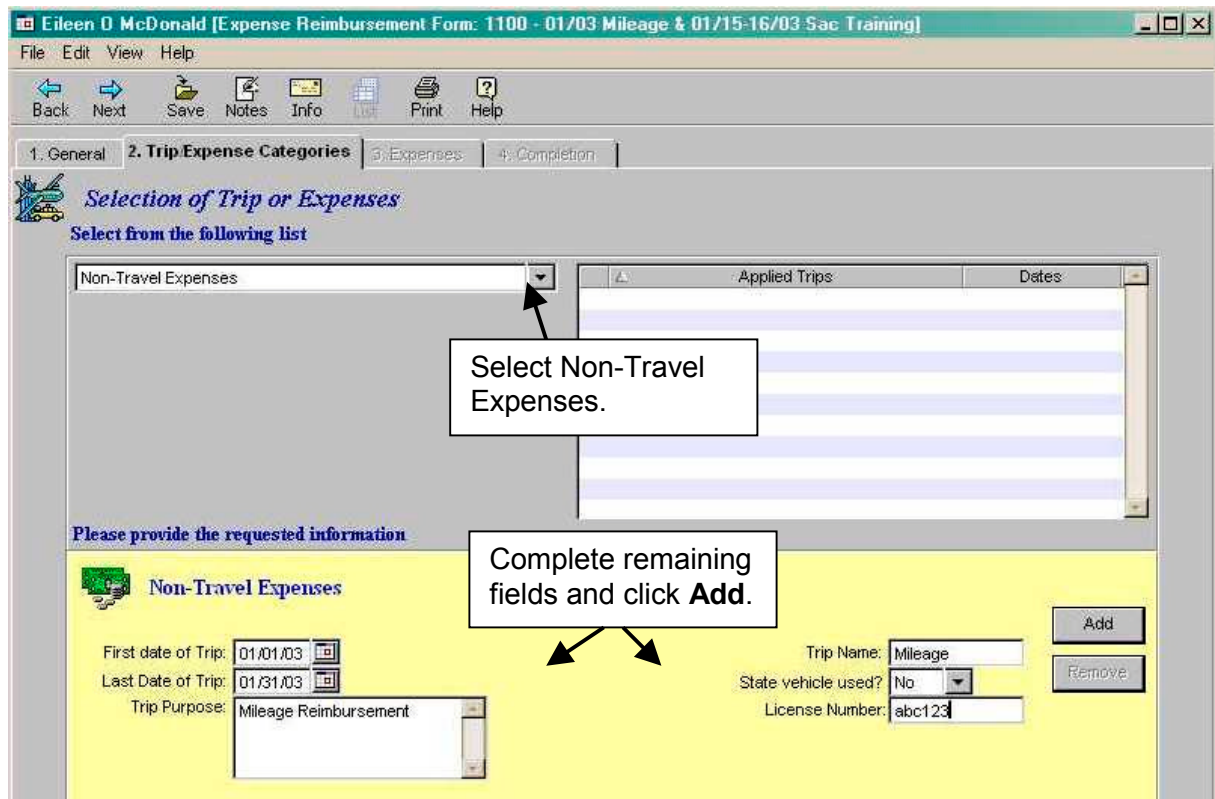
Sample 3 – Personal Auto Mileage (with no meals) and Regular Travel

This sample shows how to claim personal auto mileage for business less than 50 miles from home or headquarters and another regular travel trip.

Select the **In State Travel** Claim Type.



Click to tab **2. Trip/Expense Categories**.



You will now need to add both “trips” to your claim one at a time. To claim Personal Auto Mileage, select **Non-Travel Expenses**. Complete remaining fields and click **Add**. Trip is added to **Applied Trips** list.

Note: If you will be claiming expenses for a period of time, for instance the month of January, select 01/01/03 as the **First date of trip** and 01/31/03 as the **Last Date of trip**.

III. In State Travel Claim Type (continued)

Sample 3 – Personal Auto Mileage (with no meals) and Regular Travel (continued)

After adding your Non-Travel mileage reimbursement, add your next trip, in this case you also have a Regular Travel trip for Sacramento Training.

Select **Regular Travel** and complete remaining fields, then click **Add**.

Select Regular Travel.

Applied Trips	Dates
<input checked="" type="checkbox"/> Non-Travel Expenses	01/01/03 - 01/31/03

Complete fields and click Add.

Regular Travel

First date of Trip: // / Start Time: // :// End Time: // ://

Last Date of Trip: // /

Trip Location: //

Trip Purpose: //

Was Trip > or = 50 miles from Home/Headquarters?

Trip Name: //

State vehicle used?

License Number: //

Add **Remove**

Trip is added to the **Applied Trips** list. Click tab **3. Expenses**.

Click tab 3. Expenses.

Applied Trips	Dates
<input checked="" type="checkbox"/> Non-Travel Expenses	01/01/03 - 01/31/03
<input checked="" type="checkbox"/> Regular Travel	01/15/03 - 01/16/03

Two trips display.

Trip successfully added

Regular Travel

First date of Trip: 01/15/03 Start Time: 0600

Last Date of Trip: 01/16/03 End Time: 1900

Trip Location: Sacramento

Trip Purpose: Training

Was Trip > or = 50 miles from Home/Headquarters?

Trip Name: Sac Training

State vehicle used? No

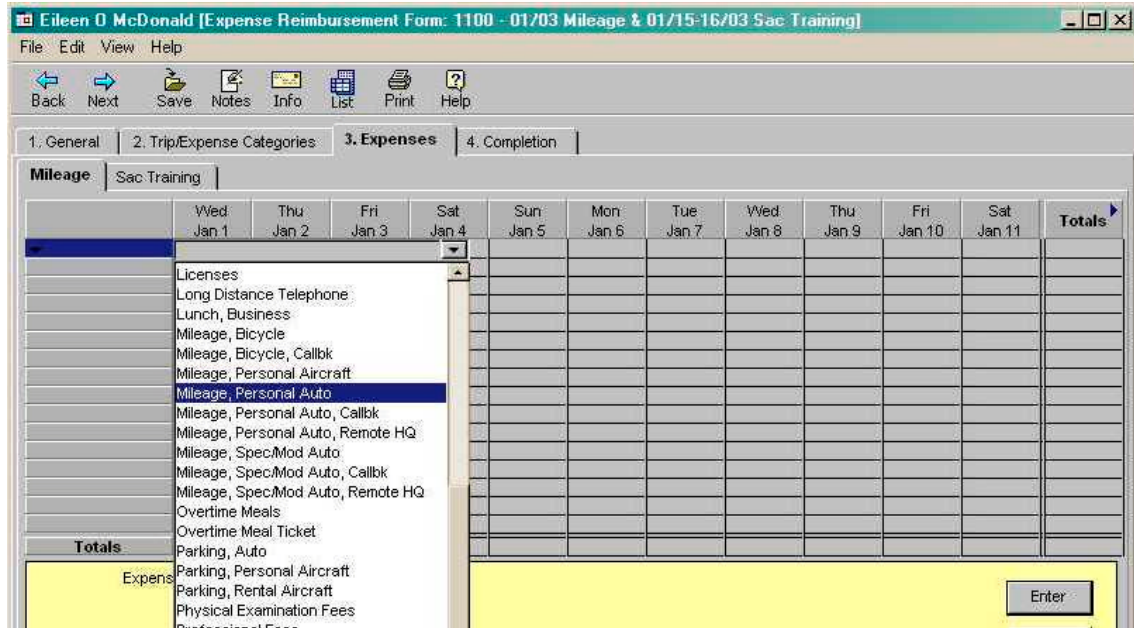
License Number: //

Update **Remove**

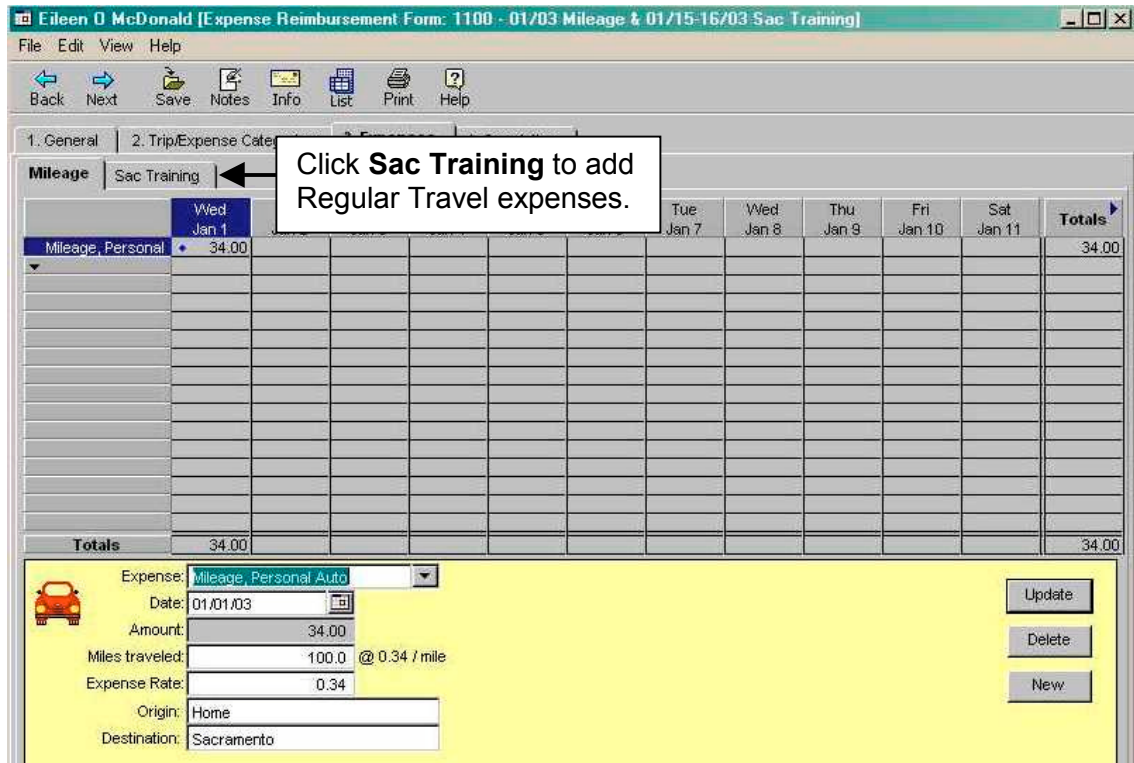
III. In State Travel Claim Type (continued)

Sample 3 – Personal Auto Mileage (with no meals) and Regular Travel (continued)

The tab for the Non-Travel trip is highlighted (“Mileage”). Select **Mileage, Personal Auto** from the expense list. Key expense information and click **Add**. The expense is added to the expense grid.



You can copy this expense amount, by clicking and dragging it to other dates where mileage occurred. Be sure to verify the **Miles Traveled** field. Complete remaining fields.



Click the **Sac Training** tab to add expenses for your “Regular” travel.

