



# **SCO Travel Guide**

**Departmental Accounting Office**

**December 2013**

## Lodging

Employees should stay at hotels that offer State rates or less. In cases of *Excess Lodging* where lodging costs exceed the State's maximum allowable rate - an *Excess Lodging Rate Request/Approval* form ([STD. 255C](#)) must be completed and on file in the DAO **at least two weeks prior to travel** in order to be fully reimbursed. This is to allow time to obtain prior approval from the CalHR, which must be granted for those cases where the lodging costs exceed SCO's delegated authority to approve. Using [Concur Travel](#) will aid the employee in providing necessary documentation for Excess Lodging approval.

Per Personnel Management Liaisons (PML) 2013-026, the current State lodging rates for employees represented by SEIU, CAHP, and all non-Represented/Excluded/Exempt employees are as follows:

All Counties/Cities located in California (except as noted below):

Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.

Napa, Riverside, and Sacramento Counties:

Actual lodging expense, supported by a receipt, up to \$95 per night, plus tax.

Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica:

Actual lodging expense, supported by a receipt, up to \$120 per night, plus tax.

Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties:

Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.

San Francisco County and the City of Santa Monica:

Actual lodging expense, supported by a receipt, up to \$150 per night, plus tax.

Note: Employees **not** represented by SEIU and CAHP will continue to use the rates found in their current contract.

## Transportation

When determining your mode of transportation, CalHR guidelines state, in part, "Reimbursement for transportation expenses will be based on the method of transportation that is in the best interest of the State, considering both direct expense and the employee's time. If an employee chooses and is authorized to use a method of transportation that is (1) not the least costly, (2) not the typical method of getting from one location to the other, or (3) not in State's best interest, a cost comparison will be prepared and the employee shall be reimbursed for only the amount that would have been reimbursed had the employee used the least costly method."

## Air Travel

The State has contracted with Alaska Airlines, Jet Blue, Southwest Airlines, United Airlines, and Virgin America to provide discounted rates for the selected city-pair airfares. However,

the rule of least cost to the State still applies. At this time, reservations can be made for all these airlines except for Southwest using [Concur Travel](#). Booking Southwest flights, the employee will use SWABIZ as described in the planning section of this guide. Southwest's "Wanna Get Away" and "Anytime" fares offer the best value to State travelers while the "Business Select" rate is more expensive and should not be used. Other extra cost upgrades such as Early Bird Check-in (currently an additional \$10 fee) will not be reimbursed. When Southwest cannot accommodate your travel needs, the other city-pair airlines may be booked through [Concur Travel](#). Receipt is required and should be submitted with employee's TEC.

## Rental Cars

Employees should use vendor **The Affiliates of Enterprise Holding Inc.**, the State's contracted rental car agency for car rental. The Affiliates of Enterprise Holding Inc. include **Enterprise Rent-A-Car**, **National Car Rental** and **Alamo Car Rent-A-Car**. National Car Rental will be used primarily for out-of-State and international travel. Again, employees should use the rule of "best interest to the State" when determining which type of vehicle to rent. **Important note:** Car rental agencies normally charge inflated refueling costs and therefore, rental cars should be fully refueled by traveler prior to returning the vehicle. If your rate exceeding DGS contracted rate (see below), please fill out a [justification form](#) submit with your TEC.

Travelers are required to show a second form of identification when picking up the vehicles. The following are acceptable as a 2<sup>nd</sup> form of ID:

- An **Employee Issued ID Badge**.
- One of your **Business Cards**.
- A copy of your **Travel Itinerary** if your reservations were made through [Concur Travel](#).
- An **Authorization Letter** on your letterhead including the renter's name, date of rental, and a contact name and number from your agency for verification purposes.

**(Per DGS Travel Bulletin #13-01)**

**Daily Rate: \$30.78    Maximum Cap Daily Rate: \$47.20    Weekly Rate: \$123.12**

## Parking

The least-cost method should be employed, such as self-parking versus valet parking. Receipts are required for parking expenses in excess of \$10.

## Airport Parking

According to SAM Section 0755, "Employees parking at airports must use the less expensive peripheral parking or adequately justify excessive parking charges." If you have a compelling need to park in a more expensive parking lot, a justification stating the reason should be noted on your TEC.

## Mileage Reimbursement Rate

The chart below reflects prior and current mileage reimbursement rates for State employees except those represented by Bargaining Unit 6 (DPA PML 2010-039).

<b>Incurred Travel Dates</b>	<b>Mileage Rate/Per Mile</b>
January 1, 2009 through December 31, 2009	\$0.550
January 1, 2010 through December 31, 2010	\$0.50
January 1, 2011 through June 30, 2011	\$0.51
July 1, 2011 through December 31, 2012	\$0.555
Effective January 1, 2013	\$0.565

Effective January 1, 2013, the relocation/moving mileage reimbursement rate for all current State employees and new-hires to State is \$0.24 per mile.

Effective May 16, 2011, employees represented by BU 6 may claim at a rate consistent with the Federal Standard Mileage Reimbursement Rate as provided above.

## Non-Travel Expenses

### Overtime (OT) Meals and Call Back Mileage (DPA 599.622)

Employees may claim \$8.00 OT meal reimbursement if:

- Employees work at least two hours more than their regular schedule workday
- Employees work a minimum of ten hours of OT on holidays or regular scheduled day off

Employees on travel status will not be reimbursed for OT meals.

Employees may claim the call back mileage at the current mileage rate if:

- Employees go home and are “called” back to work
- Employees work on their regular day off.

### Transit Subsidy and Vanpool Reimbursement

<i>Transit passes/Vanpool passengers</i>	75% up to \$65.00
<i>Vanpool Drivers</i>	\$100.00 per month