



## CRC Travel Payment Policy

ALL Commissioner travel should be pre-approved by the Commission Chair and Vice-Chair prior to traveling. A CRC Travel credit card is available for booking hotels, airfare and rail travel, eliminating the need for Commissioners to pay out-of-pocket and file for reimbursement for these items. Meals, personal car travel, and incidentals require a Travel Expense Claim (TEC) for reimbursement.

### **For ALL Travel**

- Get prior approval from the CRC Chair and Vice-Chair via email. CC: the CRC Director or designated staff person. Include the purpose of the trip, dates of travel, and expected expenditure.
- Select most cost-effective method of travel.
- Provide documentation of travel
- Include registration form (if applicable)
- Include event flyers (stating date, time and place of the event)
- Supply justification where applicable i.e. going over maximum allowed, reason for not going the most economical route, etc.
- Show calculation and provide support to, if business trip had a personal leg and for others items of this nature
- Insure submitted forms are completed entirely and are legible

### **For CRC Travel credit card expenditures:**

- For airfare bookings: Southwest is the preferred provider for air travel. Book a minimum of 2 weeks in advance wherever possible. Select the flights you wish to book. Provide flight numbers, date of travel, and airports to CRC staff for booking. Include cost information.
- For rail bookings: Select the itinerary you wish to book. Send a screen shot or trip details to CRC staff for booking. Include cost information.
- For hotel bookings: Select hotel in destination city that meets reimbursement guidelines. Provide desired dates and room requests to CRC staff for booking. Include cost information.
- CRC staff will book travel and send confirmations directly to your CRC email account.

## California Citizens Redistricting Commission

"Fair Representation—Democracy At Work!"



- Any changes to your travel should be reported immediately to CRC staff.
- Keep documentation of travel and submit to CRC staff within 30 days of the end of the trip.

### **For out-of-pocket expenditures:**

- Submit TEC within 30 days of the end of the trip.
- Submit original and itemized receipts including the payment method
- Provide certification for missing receipts if you are unable to obtain a duplicate
- Review tip calculation. Should not be over 20% of the total cost of the meal including tax
- Exclude alcohol
- Only request meal reimbursement for the actual cost of the meal
- If forgo provided event meal requires a written explanation with supporting documentation
- For group meals, provide a signed list of attendees (preferred) and state who paid; only the person that paid is reimbursed
- Provide mileage odometer readings and Mapquest stating the total number of miles as verification within reason

*This document supplements and is subordinate to the California State Administrative Manual, Chapter 700 - TRAVEL.*