

2020 California Citizens Redistricting Commission Travel Policy (Draft - July 28, 2021)

This following information provides guidelines for Commissioners and Commission staff (employees) who travel on official Commission business. In general, reimbursement for travel is allowed when traveling at least 50 miles away from your primary residence or established headquarters. Employees are reminded that all travel on official state business must be authorized in advance by their supervisor or appropriate authority. The Commission has identified several travel scenarios that are listed in the table below. Approval for travel in the first six scenarios is granted by the Commission to Commissioners and staff by approval of this policy. The seventh scenario is approved by the Chief Counsel and/or legal representation. The final three scenarios will be approved by the current chair on a case-by-case basis.

	Scenarios	Approval/Approval Approach
1	Commissioner travels to office Headquarters to attend meeting.	Approved
2	Commissioner travels to meeting sites throughout California.	Approved
3	Commissioner travels to a specific location to attend a Commission meeting with other Commissioners.	Approved
4	Staff travel to various meeting locations as required and/or requested by the Commission.	Approved
5	Staff travel to various areas throughout California to start planning for in person meetings (i.e., viewing potential meeting sites to ensure the sites meet the requirements- ADA, videographer, security, attendees, timelines).	Approved
6	Staff travel to various meeting locations to provide support before, during, and after meetings.	Approved
7	Travel associated with Commission-related litigation (depositions, court appearances, etc.).	Chief Counsel and/or Legal Representation
8	Travel associated with Media-related appearances requiring in person interviews (radio, TV, newspaper).	Each instance is reviewed by current Chair
9	Commissioner travel related to Education/Advocacy efforts - both in-state and nationally.	Each instance is reviewed by current Chair
10	Commissioners travel to various parts of California to familiarize themselves with that part of the state.	Each instance is reviewed by current Chair

It is the employee's responsibility to submit a Travel Expense Claim Form (TEC) to substantiate travel expenses within one month of the completion of travel. All business travel that results in any cost (airfare, rental car, lodging, meals, etc.) to the state must be supported by a TEC (STD 262 Travel Expense Claim Form). All business travel that is paid for by the state via a transportation contract (car rental, airline contract) shall be documented on the travel expense claim, however, the travel expense claim will note the method of transportation but not a cost as the employee does not incur an out-of-pocket expense. A copy of a [blank TEC form](#) and an example of a TEC form (*see page 7*) are attached for your reference.

2020 California Citizens Redistricting Commission Travel Policy (Draft - July 28, 2021)

Travel arrangements shall be made by the respective employee who will be traveling. Travel must be in accordance with the California Department of Human Resources (CalHR) policies, including appropriate reimbursement rates, filing requirements, method of travel, and documents required for reimbursement. The following links provide the most current travel requirements and reimbursement amounts:

[Travel - Coronavirus COVID-19 Response \(ca.gov\)](#)
[Travel Reimbursements - CalHR](#)

Business and Travel Policy

The Commission will determine the necessity for and the mode of travel to be reimbursed. In accordance with CalHR policy, reimbursement shall be for actual, necessary, and appropriate business and travel expenses incurred fifty (50) miles or more from home or headquarters.

The designated headquarters of each Commissioner shall be his or her residence as such designation is in the best interest of the state. The Executive Director, in coordination with the Chief Counsel, shall determine the headquarters for the Commission staff members.

Lodging and/or meals included in hotel expenses, conference and registration fees, transportation costs such as airline tickets, or otherwise that are provided shall not be claimed for reimbursement. Employees who are unable to consume a meal(s) provided by the state as noted above due to time constraints or other considerations, such as reasonable accommodation, may be reimbursed in accordance with the rates established in policy, provided an alternate meal was purchased.

When employees are required to obtain lodging due to state business, reimbursement will be for actual receipted lodging plus applicable mandatory taxes and fees, in accordance with policy and the published lodging maximums. Employees shall only use commercial lodging establishments such as hotels, motels, bed and breakfast inns, public campgrounds, or short-term rentals (such as Airbnb) that cater to the general public.

Reimbursement of lodging expenses in excess of specified amounts, excluding taxes, requires advance written approval from CalHR.

Commission staff are in the process of setting up accounts with the Statewide Travel Program that currently offers comprehensive travel services through Concur Travel, an online booking tool that is the primary means for booking all reservations. Most travelers currently access SWABIZ (Southwest Airlines' online booking tool) for their airline tickets; they use direct links to Enterprise Car Rental to book their cars; and they book their lodging directly with hotels. Until the process is fully set up, Commissioners and staff will be responsible for booking their own flights, car reservations, and lodging outside of Concur Travel.

2020 California Citizens Redistricting Commission Travel Policy (Draft - July 28, 2021)

Method of Travel

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 not the least costly, not the typical method of getting from one location to the other, or not "in the best interest of the state," then a cost comparison shall be prepared and the employee shall be reimbursed only the amount that would have been reimbursed had the employee traveled using the least costly method.

Short-Term Travel Reimbursement Rates and Guidelines

The following is provided as a general guide for travel requirements and reimbursements. For the complete policy as well as the updated travel reimbursement rates, please visit:

[Travel Reimbursements – CalHR](#)

Receipts for Meals and Incidentals

The following reimbursement rates for meals and incidentals are maximums, not allowances. Employees are not required to submit receipts for meals and incidentals, however, in the event of an audit, employees must be able to produce receipts substantiating the amount claimed.

Per Diem Rates: Breakfast - \$7, Lunch - \$11, Dinner - \$23, Incidentals - \$5

CalHR must comply with current IRS policy. The term "incidentals" includes fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. No other items may be claimed as incidentals.

Travel Timeframes

For travel lasting 24 hours or more, employees may claim meals (at the rates noted above), based on the following timeframes:

- First day of travel:
 - Trip begins at or before 6 am = Breakfast may be claimed
 - Trip begins at or before 11 am = Lunch may be claimed
 - Trip begins at or before 5 pm = Dinner may be claimed
- Continuing travel after 24 hours:
 - Trip ends at or after 8 am = Breakfast may be claimed
 - Trip ends at or after 2 pm = Lunch may be claimed
 - Trip ends at or after 7 pm = Dinner may be claimed

For travel lasting less than 24 hours (i.e., fractional day travel-trips less than 24 hours):

- Trip begins at or before 6 am and ends at or after 9 am = Breakfast may be claimed

2020 California Citizens Redistricting Commission Travel Policy (Draft - July 28, 2021)

- Trip begins at or before 4 pm and ends at or after 7 pm = Dinner may be claimed
- If the fractional day includes an overnight stay, receipted lodging may be claimed. No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any twenty-four (24)-hour period.
- Employees may not claim lunch or incidentals on one-day trips.
- When trips are less than 24 hours and there is no overnight stay, meals claimed are taxable.

Short-Term Lodging Reimbursement Rates

HR Manual section 2201 – Travel and Relocation Policy provides additional information about short-term lodging and the excess lodging rate request process. Following are the Lodging Reimbursement Rates prior to taxes:

County	Maximum Lodging Reimbursement Rate
All counties except those listed below	\$90
Sacramento, Napa, Riverside	\$95
Marin	\$110
Los Angeles, Orange, Ventura & Edwards AFB, excluding the city of Santa Monica	\$120
San Diego, Monterey	\$125
Alameda, San Mateo, Santa Clara	\$140
City of Santa Monica	\$150
San Francisco	\$250

Excess Lodging Rate Requests (form attached)

If the base (nightly) room rate exceeds the current state rate, then an [Excess Lodging Rate Approval Request \(STD 255C\)](#) must be submitted by the employee and approved by the employee’s department and, if required, by the CalHR, before the trip takes place.

As noted on the STD 255C, Excess Lodging Rate Requests must include three “good faith” quotes (such as Concur printouts) for the requested travel dates and justification for the lodging rate requested. If an employee submits an Excess Lodging Rate Request for a hotel other than the least expensive **moderately priced** hotel, he/she will need to include justification for why a more expensive hotel is in the best interest of the state.

The Commission will have documentation on file for employees whose justifications for their Excess Lodging Rate Requests cite reasonable accommodations. For additional information regarding reasonable accommodations, please contact your department’s Reasonable

2020 California Citizens Redistricting Commission Travel Policy (Draft - July 28, 2021)

Accommodation Coordinator and/or review CalHR's Disability Services page and/or HR Manual section 1001 – Equal Employment Opportunity (EEO) Officer Role.

Airport Parking Expenses

In regard to airport parking costs, employees on authorized travel status should use the least-costly option when parking at airports. However, if an agency/department determines that additional parking costs above the lowest-cost option are in the best interest of the state, a justification explaining the necessity for the additional cost shall be submitted with the employee's Travel Expense Claim (TEC).

Agencies/departments may consider the following items when determining if additional parking costs are in the best interest of the state: the direct expense, the employee's time, and the employee's safety. Ensure you note the reason for the additional cost on the TEC.

Car Rental Resources for State Travel

The Department of General Services, Statewide Travel Program has contracted rates through Enterprise-Rent-A-Car and National Car Rental. Both Enterprise-Rent-A-Car and National Car Rental are the exclusive providers of rental vehicles to the state. The only exception being the Crescent City airport, which does not have either company. Expense claims for rental vehicles at non-contracted companies will not be reimbursed. This includes app-based providers, such as Zipcar, Lyft and Gig Car.

Car Rental Rates: The [Mileage Reimbursement Calculator](#) assists you in determining whether renting a vehicle or using a personal car is the most cost-effective method of transportation! The 2021 reimbursement rate for use of a personal during business travel vehicle is \$0.56 per mile.

Motor Vehicle Accident Procedures: If a traveler is involved in a rental car accident, please contact the branch where the rental vehicle was acquired for instructions, i.e., arrangement for towing service and vehicle replacement, if needed. In addition, the traveler must fill out the proper forms that can be found on the [DGS Office of Risk and Insurance Management Claims](#) Services website.

For Emergency: In case of emergency or other special circumstance, no traveler should be stranded without a rental vehicle. Travelers may rent using a personal credit card. Keep in mind that in this case, rental excludes contracted benefits such as the state rate and insurance, and other fees may apply. You may want to select the insurance option. For more information, please visit [ORIM's website](#). You must submit a Travel Expense Claim - STD 262 along with a Short-Term Vehicle Justification Form approved by your supervisor.

**2020 California Citizens Redistricting Commission
Travel Policy (Draft - July 28, 2021)**

How to Reserve

Commercial Car Rental Agency Name and Account Manager	Allowed car types
Enterprise Account Manager: Lisa Holmes (916) 787-4733 Enterprise Rent A Car 199 No. Sunrise Ave. Roseville, CA 95661	Compact or intermediate only (maximum rate \$50.00 - this does not include tax) * For larger vehicles, get advance approval from your department and submit a Short-Term Vehicle Justification Form with your TEC.

Employees are recommended to fill up the rental car before returning to avoid unnecessary expenses to the commission.

Receipt Policy

Receipts shall be submitted for every item of transportation and business expense of \$25 or more as a result of conducting state business. When receipts are not required to be submitted with a travel expense claim, it is the employee’s responsibility to maintain receipts and records of their actual expenses. Receipts must be made available for audit upon request by employing departments, state control agencies and/or the Internal Revenue Service.

The following actual expenses are an exception to the receipt policy:

- Railroad and bus fares of less than \$25 when travel is wholly within California.
- Streetcar, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of \$10 or less for each continuous period of parking or each separate transportation expense noted in receipt policy.
- Telephone, fax, or other necessary state business costs of \$5 or less.
- The absence of a receipt shall result in the reduction of the amount claimed to the non-receipted amounts above.

Out-of-State Travel Policy

Any limitations on lodging are placed by the appointing authority when approving travel. For short-term out-of-state travel, reimbursement will be for actual lodging, supported by a receipt. Reimbursement will be for actual meal and incidental expenses in accordance with the in-state meal and incidental rates. Failure to furnish lodging receipts will limit reimbursement to in-state meal/incidental rates. Long-term out-of-state travel will be reimbursed in accordance with the provisions of long-term travel.

Approval of Out-of-State Travel Requests: Please review the current budget letter from the Department of Finance for clarification on how to submit out-of-state travel requests to the Governor’s Office for review and approval.

2020 California Citizens Redistricting Commission Travel Policy (Draft - July 28, 2021)

STATE OF CALIFORNIA - DEPARTMENT OF PERSONNEL ADMINISTRATION
TRAVEL EXPENSE CLAIM
STD. 262 (Rev. 10/2019)

*See Instructions and *Privacy
Statement On Reverse Side*

Page _____ of _____ Pages

CLAIMANT'S NAME Joanna Smith			SSN or EMPLOYEE NUMBER* On File			DEPARTMENT Citizens Redistricting Comm.		
POSITION Commissioner		CB/ID No. N/A	DIVISION or BUREAU Citizens Redistricting Commission			INDEX NUMBER		
RESIDENCE ADDRESS * 1111 East Way			HEADQUARTERS ADDRESS 721 Capitol Mall, Suite 260			TELEPHONE NUMBER (555) 555-5555		
CITY Any City	STATE CA	ZIP CODE 99999	CITY Sacramento	STATE CA	ZIP CODE 95814			

(1) NORMAL WORK HOURS 0800 - 1700	(2) PRIVATE VEHICLE LICENSE NUMBER BR9 444	(3) MILEAGE RATE CLAIMED 0.575
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(4) MONTH/YEAR	(5) DATE	(6) LOCATION WHERE EXPENSES WERE INCURRED	(7) LODGING	(8) MEALS			(9) INCIDENTALS	(10) TRANSPORTATION				(11) BUSINESS EXPENSE	(12) TOTAL EXPENSES FOR DAY		
				BREAK-FAST	LUNCH	O.T., L.T., N/C, RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE				
	TIME										MILES	AMOUNT			
08/2020	8/01	Any City to Sacramento								PC		45.20	25.99	25.99	
	8/01	Sacramento	85.49		11.00	23.00	5.00				15.00		0.00	139.49	
	8/02	Sacramento to Any City		7.00	11.00					PC		45.20	25.99	43.99	
													0.00	0.00	
													0.00	0.00	
													0.00	0.00	
													0.00	0.00	
													0.00	0.00	
													0.00	0.00	
													0.00	0.00	
													0.00	0.00	
													0.00	0.00	
(13) SUBTOTALS			85.49	7.00	22.00	23.00	5.00	0.00			15.00	90.40	51.98	0.00	209.47
COLUMN CODE (ACCTG. USE ONLY)															

CLAIM TOTAL \$209.47

(14) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)
 Travel from Any City to Sac for Commission Meeting in Sacramento: Receipts for parking and hotel attached.

AGENCY ACCOUNTING OFFICE USE ONLY
PAID BY REVOLVING FUND CHECK NUMBER

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE 	DATE	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT 	DATE
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(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse) 	DATE
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