



## TRAVEL INFORMATION

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### **Transportation**

When determining your mode of transportation, DPA 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.”

### **Mileage Reimbursement Rate**

Effective January 1, 2015, the personal vehicle mileage reimbursement rate for all State employees will be 57.5 cents per mile (CPM). Any employee claiming mileage must provide a print out of mileage from google maps or mapquest with their TEC.

### **Taxi and Uber, etc.**

Tips is a non-reimbursable expense for all rides.

### **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.

### **Parking**

The least-cost method should be employed, such as self-parking versus valet parking. Receipts are required for all parking expenses.

### **Meals**

The employee will be reimbursed for necessary and actual travel expenses up to the maximum allowable rates. (DPA Rule 599.619). The following reimbursement rates are “maximums”. For each full 24-hour period of travel, employees may claim the following:

Breakfast Actual expenses up to \$7 Trip begins at/before 6 a.m. or ends on/after 8 a.m.  
Lunch Actual expenses up to \$11 Trip begins at/before 11 a.m. or ends on/after 2 p.m.  
Dinner Actual expenses up to \$23 Trip begins at/before 5 p.m. or ends on/after 7 p.m.  
Incidentals Actual expenses up to \$5 Allowable for each 24-hour period.



STATE OF CALIFORNIA  
FAIR POLITICAL PRACTICES COMMISSION

## TRAVEL INFORMATION

<b>Name</b>		<b>Date</b>	
<b>Purpose of Trip</b>			

### TRIP

Departure Date	Time	Location

### EXPENSES

Category	Dates	Details	Amount
<b>Transportation</b>	Date	Flight, Taxi, Uber, Train, Bus, Other	Amount
<b>Own car</b>	Date	Mileage to Location	Amount
<b>Hotel</b>	Date	Location	Amount
<b>Parking</b>	Date	Location	Amount
<b>Meals</b>	Date	Day of Travel: Breakfast, Lunch or Dinner	Amount
<b>Other</b>	Date	Purpose	Amount
<b>Total</b>			

I hereby certify the expenses reported above for this month are in the discharge of official duties as a member of the Fair Political Practices Commission.