Commission on Teacher Credentialing (Commission) Policy Regarding Approved Travel Expense Reimbursement

THE PROCESS:

In an effort to ensure prompt payment, please have your claim returned to the Commission within 14 days of the meeting date. The Commission provides a business reply envelop at the meeting for your use. Reimbursement of your claim should take approximately 45 business days. Your check will be sent directly to the address that is referenced on the claim.

Please note: a Payee Data Record (STD 204) **MUST** be on file (with your legal name) to process your claim.

HOW YOU CAN HELP EXPEDITE THE PROCESS:

Please follow the steps below to process your claim in an efficient manner.

- Complete the Travel Claim Information Sheet provided to you indicating all pertinent information (car license plate if you are claiming any mileage, when you left for the meeting as well as when your returned, accurate arrival and departure dates, etc.)
- **ONLY** sign and date your Travel Expense Claim in **INK**. (The Commission staff person assigned to you will fill-out the rest of your Travel Expense Claim Form using the information that you provided on the Travel Claim Information Sheet. There are very specific rules on how to complete the form, which the Commission staff person knows.
- Enclose all applicable receipts. Be sure that the document indicates that a payment was made. (Copies cannot be accepted.)
- A Payee Data Record (STD 204) is required for all first time volunteers OR if you have a change in your reporting status or address. Please complete and submit the form with your Travel Expense Claim.

QUESTIONS?

You may contact the Commission staff person assigned to handle your claim for more detailed travel-related information.

Commission Location:

1900 CAPITOL AVENUE
SACRAMENTO, CA 95811-4213
(916) 322-4974

STATE OF CALIFORNIA

COMMISSION ON TEACHER CREDENTIALING

Travel Information Brochure

January 1, 2016

Current Per Diem Reimbursement Rates*

MEAL REIMBURSEMENT RATES:

All items claimed are to be for the **ACTUAL AMOUNT OF EXPENSE** up to the maximum allowed. Meals claimed on trips of *less than 24 hours* are taxable (Only breakfast and dinner are authorized for travel less than 24 hours). Receipts are not required however, should be retained for auditing purposes.

Event	Cost	Requirements
Breakfast	Actual expense up to $7.00	Trip begins before 6:00 a.m.
Lunch	Actual Expense up to $11.00	Trip begins at or before 11 a.m.
Dinner	Actual Expense up to $23.00	Trip ends after 7:00 p.m.
Incidentals	Actual Expense up to $5.00	Only permitted on trips over 24 hours

LODGING REIMBURSEMENT RATES:

All California Counties not listed below	Actual expense up to $90 per night, plus tax
Napa, Riverside & Sacramento Counties	Actual expense up to $95 per night, plus tax
Los Angeles, Orange, Ventura Counties. Edwards AFB (NOT City of Santa Monica)	Actual Expense up to $120 per night, plus tax
Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties	Actual Expense up to $125 per night, plus tax
San Francisco County & City of Santa Monica	Actual Expense up to $150 per night, plus tax

Please note: The Traveler **MUST** live a minimum of 50 miles from the meeting destination to qualify for reimbursement.

MILEAGE REIMBURSEMENT RATES:

Reimbursement for mileage is at a rate of .54 cents per mile. Be sure to include your License Plate Number or you will NOT be reimbursed for mileage.

PARKING REIMBURSEMENT:

The State is only authorized to reimburse parking costs for the least expensive rate available (i.e., economy parking or self parking). If the more expensive parking is chosen, full reimbursement may not be authorized.

REIMBURSEMENT RATES FOR LIMOUSINES (SHUTTLES) AND TAXI'S

According to SAM Section 0700, Travel Appendices, "Airport Limousines or hotel buses are often the least expensive mode of transportation. The rates are easily verified and their use is generally accepted without explanation. If these are unavailable, use of a taxi in rare instances maybe necessary

When Authorized:

- **Limousines (Shuttles):** Between airport, lodging or job site.
- **Taxi:** Between airport, lodging, or job site when limousine (shuttle) is not available and distance is less than 10 miles. Taxi use to or from the airport should be viewed as a last alternative. (Your incidental allocation should be used for tip reimbursement.)

* Reimbursement information subject to change without notice.

Air Fare:

Please contact the Travel Store at 1 (877) 454-8785 regarding all Commission-related Travel. Individuals must be pre-approved to travel prior to being ticketed. The Commission is charged a service fee every time a ticket is issued, so please make changes sparingly. There is a free "24 hour check In" available, the Commission is not authorized to pay for the "Early Bird check in".

Rental Cars:

Renting cars is not encouraged and volunteers **MUST** be pre-approved by Commission authorized staff (i.e., Executive Director, Division Director, Administrator) to be reimbursed for rental car fees. If approved, the State authorized vendors are:

- Enterprise Rent-a-Car
- Vanguard Car Rental USA

Refueling Rental Cars:

Refueling rental cars must be done prior to returning the vehicle to the rental agency.

Please Note:

- The Collision Damage Waiver (CDW) and the Personal Accident Insurance (PAI) should be **declined** whenever a contract rental car is used.
- **If one or more of the following items causes loss or damage, the volunteer is personally responsible and liable.**
  1. Willful or wanton misconduct on the part of the driver.
  2. Obtaining the vehicle through fraud or misrepresentation.
  3. Operation of the vehicle by a driver who contributed to the vehicle damage while such person was (and has been adjudged by the courts to have been) under the influence of alcohol or any drug.
  4. Use of the vehicle for any intentionally illegal purposes.
  5. Use or permitting the vehicle to carry unauthorized passengers or property for hire.
  6. Use or permitting the vehicle in a test, race, or contest.
  7. Operation of the vehicle by a person other than an authorized driver.

PARKING AT THE COMMISSION:

There is two hour street parking around the Commission, but there are posted no parking days for street cleaning (tickets are expensive). Metered parking (10 hour for $6.00 in quarters) is available on 21st Street between Capitol and L Street, and L Street between 20th and 21st Streets. Additionally, there is a parking lot located on 21st and Capitol (12 hours for $8.00). Receipts are not required for reimbursement for parking under $10.00.

GENERAL INFORMATION:

For more information regarding the City of Sacramento, contact the following:

Sacramento Convention and Visitors Bureau
(916) 264-7777
http://www.sacramento.cvb.org
http://www.worldofweb.com/laces.cfm

Shuttles and Taxi's:

For more information about shuttles and taxis, contact:

(916) 804-7783 -- Yellow Cab
(916) 927-2877 -- Gray Line Tours
(916) 923-2121 -- Greyhound Taxi
(916) 444-8294 -- National Taxi
(916) 444-7433 -- Red Taxi Company
(800) 258-3826 -- SuperShuttle

Final Check List

- ❑ Sign and Date Travel Expense Claim in **Blue Ink**
- ❑ Include all requested information on the Travel Claim Information Sheet
- ❑ Include all applicable original receipts
- ❑ Include a completed Payee Date Record (STD 204)
- ❑ Return your claim to the Commission within 14 days.