



**Office of Health Equity Advisory Committee
Travel Guidelines
January 2014**

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www.cdph.ca.gov/programs/Pages/OHEMain.aspx

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INTRODUCTION

The Office of Health Equity (OHE) *Advisory Committee Travel Guidelines* is a reference tool to be used to determine the documents needed and the proper reimbursement rates for travel expenses incurred by Advisory Committee members.

GENERAL RULES

Active Advisory Committee members, staff, and scheduled presenters will be reimbursed in accordance with State per diem laws. Also, any reasonable business expenses incurred will be reimbursed as authorized by the OHE. On a case-by-case basis, the designee of an Advisory Committee member may also be reimbursed in accordance with the State per diem.

All travel arrangements for Advisory Committee members must be made by the OHE Travel Coordinator, Carol Gomez. The OHE Travel Coordinator will ensure that each reservation is made in accordance with the State per diem laws. [*State Administrative Manual (SAM)*].

It is the responsibility of the Advisory Committee member to be familiar with and to adhere to all applicable travel rules and regulations and to submit reimbursement claims within 30 days of travel with all receipts and other records or proof of the expense, and have them available for audit by the Internal Revenue Services.

REQUIRED FORMS

Payee Data Record Form

A State of California Department of Finance (DOF) Payee Data Record Form (STD. 204) must be completed for all Advisory Committee members that request reimbursement for travel. Payee Data Record Form STD. 204 is required when receiving payment from the State of California in lieu of IRS W-9 and will be kept on file at Dept. of General Services/Contracted Fiscal Services and OHE.

Travel Profile Form

The Travel Profile Form is required by the OHE and must be completed by all Advisory Committee members and returned to the OHE Travel Coordinator. The information requested in the Travel Profile Form will be used to create a travel profile in the Travel Store database. The Travel Store is the contract travel agency for the OHE. The OHE is required to make all travel (airline, hotel, and car) through the Travel Store.

Travel Expense Claim (TEC) Form

To be reimbursed for attendance at OHE meetings, conferences, or other approved events, Advisory Committee members are responsible for submitting a Travel Expense Claim Worksheet and a Travel Expense Claim (TEC) to the OHE. The following steps must be taken to process a TEC:

- Complete Travel Worksheet
- Sign and date the TEC (Form will be completed by OHE Travel Coordinator).
- Mail the claim, with original receipts (e.g., airline ticket receipts, confirmation documents, itinerary) to OHE at the following address:

California Department of Public Health
Office of Health Equity
P.O. Box 997377, MS 0022
Sacramento, CA 95899-7377
Attn: Carol Gomez

The OHE Travel Coordinator will verify that each TEC is filed in accordance with the State per diem laws and the OHE and Administrative Support Manager will review/approve the TEC.

The TEC will be forwarded to the CDPH's Accounting Office for processing. Upon approval, Accounting will issue and mail a check to the individual.

You may also complete the actual TEC form instead of the travel worksheet. If you have any questions, please contact Carol Gomez at (916) 552-9849 or carol.gomez@cdph.ca.gov. She will gladly walk you through the process.

GENERAL GUIDELINES OF STATE PER DIEM

The OHE will pay commuter-type transportation costs from home or office to the meeting location. Where public transportation is not available or is available only with an undue loss of time, mileage for personal automobile is allowed. Where automobile travel is an option and there is adequate public transportation, travel allowance will be made on the basis of the cost of the lowest rail, bus, or airfare available in lieu of automobile mileage. A comparison will be made between the cost of mileage and the cost of airfare. If the airfare is lower than the mileage computation, the amount of the airfare will be reimbursed to the Advisory Committee member.

All travel to and from the airport should be made by airport shuttles or by public transportation, if available. Rental cars should be used only if other means of public transportation are not available. The OHE Travel Coordinator will assist you in determining if a rental car is appropriate.

Airline Reservations

All air travel reservations must be made through the OHE Travel Coordinator using the Travel Store account.

Rental Cars

The OHE will provide reimbursement for rental cars as long as the use of a rental car is appropriate and arranged by the OHE Travel Coordinator through the Travel Store. Gas tanks must be filled prior to returning the rental car. Gas for rental cars cannot be reimbursed without a receipt. The OHE will not provide reimbursement for gas if the rental agency provided the gas. Advisory Committee members must return all vehicles to the vendor with a full tank of gas or at the checkout level. Should a vehicle be returned with less than a full tank or at the checkout level, the charges will be collected from the Advisory Committee member.

The State is self-insured. Reject any "Collision Damage Waiver" offered. Advisory Committee members will not be reimbursed for any additional cost for insurance.

Mileage Reimbursement Rates

The following rates apply for personal vehicle mileage for State business travel

Vehicle Type	Mileage Reimbursement Rate
Personal Vehicle	56 cents per mile (effective 1/01/2014)
Private aircraft	50 cents per mile (taxable)
Bicycle	4 cents per mile (taxable)

Lodging

All lodging reservations must be made through the OHE Travel Coordinator using the Travel Store account.

Maximum Lodging Rates (Supported by a receipt)

Type of Area	Maximum Rate (plus tax per day)
All counties/cities located in CA except as noted below	\$90.00 + tax
Napa, Riverside, and Sacramento Counties	\$95.00 + tax
Los Angeles, Orange, and Ventura Counties (excluding Santa Monica)	\$120.00 + tax
Alameda, Monterey, San Diego, San Mateo, and Santa Clara Counties	\$125.00 + tax
San Francisco County and the City of Santa Monica	\$150.00 + tax

Receipts

All original receipts must be legible and sent to the OHE Travel Coordinator along with the TEC Worksheet and TEC. Please keep copies of all receipts for your records. The following receipts must be included, if applicable:

- Hotel folio showing **zero balance**
- Airline itinerary
- Rental Car receipt/Parking receipt
- Toll Receipt
- Taxi, Shuttle receipt
- Gas receipt

Note: Parking fees of \$10.00 or more require receipts for any one continuous period of parking (airport parking will be reimbursed using the less expensive peripheral parking)

Travel Meals Rates and Reimbursements*

For First Day of Travel of 24 hours or more

RATES	
Breakfast	Up to \$7.00
Breakfast may be claimed for: Trips that begin at or before 6 a.m. and end at or after 8 a.m. the following day	
Lunch	Up to \$11.00
Lunch may be claimed for: Trips that begin at or before 11 a.m. and end at or after 2 p.m. the following day. No lunch may be claimed on trips of LESS than 24 hours.	
Dinner	Up to \$23.00
Dinner May Be Claimed For Trips that begin at or before 5 p.m. and end at or after 7 p.m. the same day.	
Incidentals	Up to \$5.00
The State reimburses Advisory Committee members (when the travel period is greater than 24 hours) for small miscellaneous expenses while traveling. Examples include: newspapers and magazines, tips, etc. Incidental costs are included at the end of each 24 hours of travel.	
Note: Advisory Committee members may claim only their <i>actual</i> expense for meals. In the event of an audit, AC members must be prepared to furnish receipts substantiating the amount claimed.	

*Advisory Committee members may not claim lodging expenses within 50 miles of their headquarters or their primary residence.

CONTACT INFORMATION

OHE and Administrative Support Unit

Carol Gomez – (916) 552-9849
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