



**CALIFORNIA TECHNOLOGY AGENCY**  
Public Safety Communications Office  
CA 9-1-1 Emergency Communications Division  
601 Sequoia Pacific Boulevard  
Sacramento, CA 95811-0231  
(916) 657-9494 FAX (916) 657-9259

Date: June 6, 2013

CA 9-1-1 Division Notice: 2013-01  
Expiration: When Superseded or Rescinded

To: ALL 9-1-1 COUNTY COORDINATORS  
ALL PUBLIC SAFETY ANSWERING POINT MANAGERS

Subject: **REVISION TO THE CALIFORNIA 9-1-1 OPERATIONS MANUAL TRAVEL REIMBURSEMENT POLICY**

In 2012, the California 9-1-1 Emergency Communications Division (CA 9-1-1 Division) conducted a review of the State's current 9-1-1 policy and practices to align with existing state law. On April 17, 2013 the 9-1-1 proposed policy and practice changes were presented to and voted on by the State 9-1-1 Advisory Board. One of the State 9-1-1 Advisory Board approved changes was to set the maximum travel reimbursements consistent with the State rates. The State rates are established and maintained by the State of California, Department of Human Resources (CalHR). The state CalHR travel reimbursement rates and related policies can be found at: <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>.

Effective July 1, 2013, the 9-1-1 Operations Manual, Chapter III Funding, Agency 9-1-1 Expenses Funding Policy, 9-1-1 Expenses Eligible for Reimbursement, page III.6, will change. Enclosed is the specific section of the 9-1-1 Operations Manual that reflects the revisions to the policy. Enclosed is the Final Draft of the specific section of the 9-1-1 Operations Manual that reflects the revisions to the policies to this section. The revisions will be incorporated into the 9-1-1 Operations Manual when the entire Manual is updated and published at a future date. Until then, this notice and enclosures will supersede the current policy outlined in the 9-1-1 Operations Manual that can be found at: <http://www.cio.ca.gov/PSCO/911/pdf/Chapter3.pdf>. Also enclosed is a one-page CA 9-1-1 Division Travel Reimbursement: Quick Reference Resource Guide that includes the complete policies, specific policy excerpts, the required CA 9-1-1 Division forms, a brief description, and resource links.

The CA 9-1-1 Division will issue separate notices related to the effective dates and details of the 9-1-1 policy and practice changes to ensure all 9-1-1 County Coordinators and all PSAP Managers are informed. The notices will also be posted on our web-site. Please direct all questions to the CA 9-1-1 Division Consultant, (assigned to your respective county) by referencing the CA 9-1-1 Division Contact List that is posted at <http://www.cio.ca.gov/PSCO/Directory/CA 9-1-1 Division Contact List.pdf>.

Sincerely,

Monica McGrath, Manager  
Business Management Section  
California 9-1-1 Emergency Communications Division

Enclosures

cc: Karen Wong, Director, Public Safety Communications Office

State 9-1-1 Advisory Board Members  
California 9-1-1 Emergency Communications Division Staff

### **9-1-1 Expenses Eligible For Reimbursement**

The following items associated with 9-1-1 expenses eligible for reimbursement may require pre-approval (with the exception of 9-1-1 training and events where the California 9-1-1 Division (CA 9-1-1 Division) has pre-approved the use of the Annual Training Allotment). Agencies must follow the State of California, Human Resources (CalHR), travel policy. CalHR's travel policy can be found at: <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx> :

- A. WAGES** - Designated PSAP Managers, designated 9-1-1 County Coordinators, designated 9-1-1 Regional Coordinators, and PSAP designated individuals may be reimbursed documented wages (straight time salary and benefits).
- B. MILEAGE** – Mileage may be reimbursed for documented mileage incurred while traveling to pre-approved training and meetings. The rate of reimbursement will be based on the State of California, CalHR mileage reimbursement rates.
- C. TRANSPORTATION** – Transportation may be reimbursed for documented (receipts required) transportation costs (air, railway, bus, rental car, taxi, tolls, and parking) incurred while traveling to attend pre-approved training and meetings. The rate of reimbursement will be based on actual expenses.
- D. LODGING** – Lodging may be reimbursed for documented (receipts required) lodging expenses incurred while traveling to attend pre-approved training, or pre-approved conferences, or pre-approved meetings. The rate of reimbursement will be based on the State of California, CalHR lodging or conference lodging reimbursement rates, respectively, where applicable.
- E. MEALS AND INCIDENTALS** - Meals and incidentals may be reimbursed for meal and incidental expenses incurred while performing reimbursable activities as defined in this chapter. The rate of reimbursement will be based on the State of California, CalHR meals and incidentals reimbursement rates.
- F. DELETED**
- G. REGISTRATION** - Reimbursement for the cost of registration to attend pre-approved specifically defined 9-1-1 training may be funded by the CA 9-1-1 Division within the limits of the Annual Training Allotment (defined in this chapter).
- H. DELETED**

**California 9-1-1 Division Travel Reimbursement:  
Quick Reference Resource Guide**

<u>Complete Policies</u>	<u>Description</u>	<u>Resource Location</u>
CA Department of Human Resources (CalHR): State Travel Policy	Entire State Travel Reimbursements Policy	<a href="http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx">http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx</a>
9-1-1 Division: PSAP Travel Expenses Eligible for Reimbursement	9-1-1 Division Policy Manual: Chapter III - Funding, III.6	<a href="http://www.cio.ca.gov/PSCO/911/pdf/Chapter3.pdf">http://www.cio.ca.gov/PSCO/911/pdf/Chapter3.pdf</a>
<u>Specific CalHR Policy Excerpts</u>	<u>Description</u>	<u>Resource Location</u>
<b>Mileage Rate</b>	Personal Vehicle Mileage Reimbursement Rate	<a href="http://www.calhr.ca.gov/employees/Pages/travel-personal-vehicle.aspx">http://www.calhr.ca.gov/employees/Pages/travel-personal-vehicle.aspx</a>
<b>Meals &amp; Incidentals</b>	Maximum Rates & Timeframe Allowances (actual expenses only; substantiating receipts must be retained by claimant, not submitted).	<a href="http://www.calhr.ca.gov/employees/Pages/travel-meals.aspx">http://www.calhr.ca.gov/employees/Pages/travel-meals.aspx</a>
<b>Lodging</b>	Maximum Rates By County (for lodging other than conference attendance)	<a href="http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx">http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx</a>
<b>Conferences (Non-State Sponsored)</b>	Registration & Lodging at Contracted Rate & Establishment for pre-approved 9-1-1 training events Pre-Approved by 9-1-1 Division	<a href="http://www.calhr.ca.gov/employees/Pages/travel-conferences.aspx">http://www.calhr.ca.gov/employees/Pages/travel-conferences.aspx</a>
<u>Claim Forms</u>	<u>Description</u>	<u>Resource Location</u>
Travel Reimbursement Claim Form	TD-290: Reimbursement Claim Form	<a href="http://www.cio.ca.gov/PSCO/Forms/default.htm">http://www.cio.ca.gov/PSCO/Forms/default.htm</a>
Wages Reimbursement Claim Form (Supplemental)	TD-290(A): Supplemental Claim Form: required when claiming documented wages (straight time salary & benefits).	<a href="http://www.cio.ca.gov/PSCO/Forms/default.htm">http://www.cio.ca.gov/PSCO/Forms/default.htm</a>