

CAL OES TYPE II HAZ MAT (RHMR) TRAVEL REIMBURSEMENT REQUIREMENTS (CALIFORNIA STATE TRAVEL PROGRAM)

CONDITIONS OF TRAVEL:

Cal OES Type II assignee agencies may utilize training allocations to attend Cal OES sponsored or pre-approved training courses. The courses must be listed on the training contract and courses that are not Cal OES sponsored must have written approval from Cal OES Special Operations Haz Mat to qualify for reimbursement.

All expenses, including those paid by the Department, must follow the requirements listed within this document. All reimbursements must be accompanied with required receipts (lodging, rental vehicles, fuel, airfare, self-parking).

SHORT TERM TRAVEL LODGING REIMBURSEMENT RATES

Applicable when training requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (*hotel, motel, bed and breakfast or public campground*) that caters to the short-term traveler, and for day trips of less than 24 hours (travel must be greater than 50 miles from jurisdiction). The [GSA hotel rates](#) shall be utilized within the jurisdiction of the training.

Note: Get a confirmation number when you make your reservations and use it when you check in. Remember to get a receipt showing an itemization of charges and a zero balance.

MEALS AND INCIDENTALS
(Each 24-Hour Period)

Breakfast, lunch, and dinner reimbursements shall utilize the [GSA per diem rates](#) listed for the jurisdiction of the training.

Note: Although not required to be submitted, you should retain all meal receipts for audit by the state or the IRS.

TIME FRAMES:

FIRST DAY: TRIP OF MORE THAN 24 HOURS

If trip begins at or before 6am:	Employee may claim breakfast
If trip begins at or before 11am:	Employee may claim lunch
If trip begins at or before 5pm:	Employee may claim dinner

FRACTIONAL DAY – AFTER 24 HOURS OF TRAVEL:

If trip ends at or after 8am:	Employee may claim breakfast
If trip ends at or before 2pm:	Employee may claim lunch
If trip ends at or before 7pm:	Employee may claim dinner

***NOTE:** Put start and end times of each trip on reimbursement form.

TRAVELLING LESS THAN 24 HOURS

Trip MUST begin at or before 6am:	Employee may claim breakfast
No Lunch May Be Claimed	No Lunch May Be Claimed
Trip MUST begin or end before 5pm:	Employee may claim dinner

NO lunch may be claimed. If there is no overnight stay, these meals are taxable.

NOTE: Full meals included in airfare, or hotel and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date. Continental breakfasts of rolls, coffee, and juice are not considered "hot breakfast".

EXCESS LODGING APPROVALS

ADVANCED CAL OES APPROVAL REQUIRED

- For Lodging under \$250 (10 days prior to travel)
- For Lodging over \$250 (3 weeks prior to travel)

An Excess Lodging Request must be submitted prior to your trip for any lodging that exceeds the maximum allowable GSA rate.

All Excess Lodging Requests must include a proper justification and 3 quotes.

Excess Lodging Requests can only be approved at Cal OES by designated authorities within Special Operations Hazmat.

IMPORTANT REMINDER:

Requests submitted after travel has taken place may be **denied**.

MILEAGE REIMBURSEMENT RATES

All privately owned vehicle mileage driven for Cal OES training is subject to advance approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation & maintenance of the vehicle, including both liability and comprehensive insurance.

Personal Vehicle	\$0.58 cents per mile
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Note: If dropped off and picked up at a common carrier, you can't claim for parking expense.

TRANSPORTATION

Reimbursement for transportation expenses will be only for the method of transportation that is in the best interest of the Cal OES. To determine the best method of transportation, you must use the cost comparison tool whenever you use your personal vehicle. The tool is located at https://legacy.enterprise.com/car_rental/deeplink_map.do?bid=046&mcid=DBCA. When an employee chooses a method of transportation that is more costly than the normal method of

travel, (driving a personal vehicle instead of flying) reimbursement will be the lower amount.

IMPORTANT REMINDERS:

- If you lock the keys in a vehicle, you pay the locksmith! (Thank goodness you're a member of a road service!)
- Travel Smart. Protect your belongings. Items left on the car seat or floor are an invitation to thieves. Don't leave luggage, PC's, phones, C.D. players, cash, tickets, clothing, or anything else visible in an unattended vehicle. If you must leave them, **LOCK THEM IN THE TRUNK!**
- Parking tickets? Tow away charges? They are **YOUR** responsibility. You are not exempt from obeying traffic laws and parking limits, etc. while you are conducting State business.
- Absolutely **NO** Valet parking will be reimbursed.

RENTAL VEHICLES

Rental vehicles are appropriate when it is necessary to have the use of a vehicle while on travel status in order to conduct Cal OES training. Pre-approval must be obtained for vehicles larger than an economy size vehicle. When traveling with multiple occupants, upgrades may be approved.

IMPORTANT REMINDERS:

- **Do not accept** the Fuel Service Option or Collision Damage Waivers. Fill up the tank before you return the car. If you don't, the vendor will charge your department about \$5 per gallon! Save gas receipts for reimbursement on your claim.
- Going on vacation? Have fun but turn the State charged rental car in and rent one in your own name. State charged rentals are for business travel only!

RECEIPTS/TRAVEL AGENCY/LIAISON/MISC.

Receipts are required for each item of expense for streetcar, ferry fares, bridge and road tolls, local

transit, taxi, shuttle or hotel bus and parking over \$10.00, business phone calls over \$5.00 (rep.), \$5.00 (non-rep), gas for rental cars, and lodging, regardless of amount.

Keep all receipts until your claim is filed and paid. You are responsible for your own travel arrangements and your own claim. All travel and business expenses are to be incurred because of conducting Cal OES training and are subject to review/verification by the approval authority. Be sure your claim form is complete, submitted timely, with all supporting documents.

DEPARTMENT TRAVEL LIAISONS

Cal OES:

Larry Collins (Manager)	(916) 845-8458
Chuck Tobias (Supervisor)	(916) 715-0250
Jack Fry (Supervisor)	(916) 628-7015
Erika Olsen	(916) 845-8765
Alisha Porter	(805) 594-2164
Ivonne Solorzano	(916) 845-8401

TRAVEL EXPENSE REIMBURSEMENT



A SUMMARY OF THE CAL OES REGIONAL HAZARDOUS MATERIALS RESPONSE TRAINING TRAVEL EXPENSE REIMBURSEMENT PROGRAM

ADMINISTERED BY THE CA OFFICE OF EMERGENCY SERVICES

Rates, timeframes and requirements in this pamphlet are applicable to all assignee agencies within the Cal OES RHMR Type II Hazardous Materials Response Program.