

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: April 17, 2001
REFERENCE CODE: 2001-014

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Accounting Officers
Employee Relations Officers
Personnel Officers
Travel and Relocation Liaisons.

FROM: Department of Personnel Administration
Policy Development Division

SUBJECT: Approval of Excess Lodging Rate Requests

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The purpose of this Personnel Management Liaison memorandum is to remind departments of the process for submitting excess lodging rate requests to the Department of Personnel Administration (DPA). In those instances when employees are unable to find moderately priced lodging within the approved State rates, it is important to DPA that we are able to look at each excess lodging request in a timely and efficient manner. We would also like to avoid the submission of requests that lack adequate justification.

DOCUMENTATION

Except for excluded employees, all requests for excess lodging must be approved by DPA. For excluded employees, exceptions to reimburse in excess of the maximum lodging rate is delegated to the departments only in an emergency, when there is no lodging available at the State maximum rate or when it is cost effective. Departments are required to follow the same criteria for excluded employees as for represented employees in selecting lodging and approving excess lodging requests.

When requesting an exception, departments are to use the STD 255C, Excess Lodging Rate Request/Approval, or a departmental form that includes the same information. All exception requests are to

include a list of the moderately priced establishments contacted, dates of the contacts, and the results of the contacts. The request must also be approved in advance and signed by the appointing authority. Exception requests are to be completed and forwarded to DPA prior to travel. In certain circumstances, we understand that travel will be last minute and we will take that into consideration. If you feel you have other pertinent factors that will help in the decision, please list them. Documentation is to be maintained in the department and is to be kept available for review upon request. Where these steps have not been followed, we may not be able to make an appropriate decision.

LODGING CONTACTS

Employees are required to make a good faith effort to use moderately priced establishments that cater to the general public. A good faith effort consists of contacting such establishments for State business travel lodging, and requesting the California State employee rate. Submission of printouts of Internet advertisements for lodging establishments does not constitute a contact, nor does contacting high-end hotels that are unlikely to offer State rate lodging.

LODGING GUIDE

Employees are encouraged to use the American Express State Employee Lodging Guide for all of their in-State business travel lodging. This guide directs travelers to lodging establishments that have committed to provide lodging at the State rate or less. The guide should be the primary, but not exclusive, tool used in obtaining lodging statewide. The guide can be located on the Internet at www.travelcsg.com. Instructions for use are at the beginning of the guide. Always contact the establishment directly and always request the California State government rate. Content and distribution of the guide are governed by American Express and the Department of General Services Fleet Office. Many lodging establishments in the lodging guide have committed to allowing the State rate on a Last Room Available basis. This means that if the traveler calls for lodging 72 hours in advance, the establishment will honor the State rate up to and including the last available room for the date(s) of travel. Other establishments have established a Room Block. This means that they will allow a given number of rooms per night at the State rate. Many establishments allow the State rate with less than 72 hours' notice. The guide contains lodging establishments that offer Last Room Availability and are identified with "LA;" those with a Room Block are identified by "RB" and the number of rooms available at the stated rate, such as "RB 100." Efforts to obtain lodging should be directed

toward those establishments that offer last room availability and a significant room block.

OTHER LODGING RESOURCES

If possibilities in the new lodging guide are exhausted, departments are encouraged to use other resources, including their travel agents and other travel guides. Travel agents need to be aware of the State's commitment to use moderately priced establishments and make contacts accordingly. Your own department's records of lodging establishments used by traveling employees should be of special assistance in finding moderately priced lodging.

DEPARTMENT TRAVEL LIAISON

Most departments have an expert travel coordinator or travel liaison typically located in the department's headquarters accounting or fiscal office. Most of these individuals have taken the Travel Reimbursement training offered by DPA's State Training Center. All employee questions regarding travel reimbursements and exceptions should be directed to their departmental travel liaison or other designated knowledgeable departmental authority prior to submitting excess lodging requests to DPA.

You can find information about Travel and Relocation and maximum lodging rates in the MOUs, DPA rules, and the most recent PML, which is 99-056.

Please fax all excess lodging rate requests to (916) 324-9393, attention Charlotte Gehringer.



Bob Painter, Chief
Policy Development Division

Attachment



EXCESS LODGING RATE REQUEST/APPROVAL

STD. 255C (Rev. 3/2001)

Prior Department of Personnel Administration (DPA) approval is required for amounts that exceed the delegated lodging rates.

Submit APPROVED request with Travel Claim.

CLAIMANT'S NAME (Print or Type)		PRIMARY RESIDENCE (City, State and ZIP Code)	WORK PHONE NUMBER (Include Area Code)
DEPARTMENT		DIVISION / OFFICE	HEADQUARTERS CITY
ADVANCE APPOINTING AUTHORITY APPROVAL REQUIRED		ADVANCE DEPARTMENTAL AND DPA APPROVAL REQUIRED	
<input type="checkbox"/> State-sponsored conferences and conventions up to \$110.00 per night. (Attach documentation.)		<input type="checkbox"/> Regular travel over \$84.00 per night for all represented employees except R5, 6, 8, 16 & 19. (Explain below.)	
<input type="checkbox"/> Non-State sponsored conferences and conventions over \$84.00 per night. (Attach documentation.)		<input type="checkbox"/> State-sponsored conferences and conventions over \$110.00 per night. (Attach documentation.)	
<input type="checkbox"/> Regular travel over \$84.00 per night for all excluded, and R5, 6, 8, 16 & 19.			
	FROM (Month, Day, Year)		LOGGING NAME
	TO (Month, Day, Year)		ADDRESS
POINT OF ORIGIN			
DESTINATION - ADDRESS AND CITY			ROOM RATE \$
REASON FOR TRIP			

REASON(S) FOR HIGHER LODGING RATE

- | | |
|--|---|
| <input type="checkbox"/> Employee required to stay at lodging site. | <input type="checkbox"/> Lack of transportation to alternative lodging. |
| <input type="checkbox"/> Employee is handicapped and requires "reasonable accommodation." | <input type="checkbox"/> No alternative lodging available. |
| <input type="checkbox"/> State business will be conducted in late night meetings. | <input type="checkbox"/> Emergency travel. |
| <input type="checkbox"/> Cost of transportation to alternative lodging equals cost of requested lodging. | <input type="checkbox"/> Other. |

Explain why each of the above checked reasons apply. Document attempts to obtain lodging within the state rate for the location of travel. (Attach additional page if necessary).

Attach copies of agenda, lodging requirements, registration, etc.

I request prior approval of a lodging rate in excess of the state maximum rate for this destination.

CLAIMANT'S SIGNATURE 	CLAIMANT'S TITLE	CBID	DATE SIGNED
DEPARTMENT CONTACT (Print or Type)	DEPARTMENT CONTACT'S TITLE	DEPARTMENT CONTACT'S PHONE NUMBER	
DEPARTMENT APPROVAL (Signature) 	TITLE	DATE APPROVED BY DEPARTMENT	
DPA APPROVAL (Signature) 	TITLE	DATE APPROVED BY DPA	

