

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** August 1, 2003
REFERENCE CODE: 2003-026

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Accounting Officers
Budget Officers
Employee Relations Officers
Personnel Management Liaison
Personnel Officers
Travel and Relocations Liaisons

FROM: Department of Personnel Administration
Policy and Operations Division

SUBJECT: Travel and Relocation Reimbursements - Lodging Receipts

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Employees seeking lodging reimbursement for State business travel or relocation must provide receipts from the lodging establishment. A lodging establishment is defined as a hotel, motel, bed and breakfast, or campground that caters to the short-term traveler. Costs associated with use of time shares and other privately owned venues are not commercial lodging establishments and will not be reimbursed.

In accordance with the Internal Revenue Service (IRS) requirements of an accountable plan, valid receipts are those issued by the commercial lodging establishment, which show the employee's check-in date, check-out date, expenses incurred, and payment made. State departments are directed to notify their employees that receipts from Internet lodging reservation services such as www.Priceline.com, which require prepayment to that service, are not lodging receipts and are not reimbursable without a valid lodging receipt from a lodging establishment.

Employees making travel plans are advised to first use the lodging guide at www.travelcsg.com, contact lodging establishments directly,

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and request lodging not in excess of the maximum lodging reimbursement rate for that area. When the lodging guide resources are exhausted, other means of seeking lodging at moderately priced establishments may be used, such as but not limited to the departmental travel agency, AAA books, and other direct contact with the lodging establishments.

In those rare occasions when excess lodging approval is needed, documentation must be submitted to the approving authority prior to travel. When departments are the approving authority, documentation and substantiation must be submitted and retained by the department in accordance with the delegation requirements set forth in the Department of Personnel Administration (DPA) Rule 599.619(e). When DPA is the approval authority, documentation and substantiation must be submitted in advance to DPA through the fax number (916) 324-9393.

Bob Painter, Chief
Policy and Operations Division