

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel and Relocation Reimbursements -- Third Party Vendor Lodging Receipt Requirements	REFERENCE NUMBER: 2005-021
DATE ISSUED: 07/08/05	SUPERSEDES: PML 2003-026

This memorandum should be forwarded to:

**Accounting Officers
Budget Officers
Claims Coordinators
Employee Benefit Officers
Personnel Officers
Personnel Transaction Staff
Personnel Transaction Supervisors
Travel and Relocation Liaisons**

FROM: Department of Personnel Administration
Benefits Division

CONTACT: Ray Asbell, State/Relocation Coordinator
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Email: RayAsbell@dpa.ca.gov

The Department of General Services' (DGS) Management Memo, MM 05-07, effective July 1, 2005, advises all departments to make their travel arrangements through the DGS list of approved travel agencies. The vendors on this list have agreed to provide on-line booking services for the State business traveler at a significant savings to the State.

This new method for obtaining travel services should dramatically reduce the need for employees to make travel arrangements through non-contracted vendors.

In the rare event where an employee chooses to use a third party vendor (such as Priceline.com, Expedia.com, Travelocity.com, Hotels.com, etc.) to make travel arrangements, the following instructions must be strictly adhered to:

- employees who request reimbursement for receipts from third party vendors for lodging expenses related to a State approved relocation or for lodging expenses incurred while traveling on State business must provide a valid receipt from the third party vendor and the commercial lodging establishment where the employee stayed;
- both receipts are required in order to properly substantiate a valid business expense;

- it is incumbent upon the employee to verify with the third party vendor and the lodging establishment that a receipt can be obtained which will show, in detail, the employee's check-in and check-out dates, the itemized expenses incurred, and the total amount paid by the employee.

Travel Expense Claims (TEC) not supplying both of the required receipts will result in the rejection of the associated claimed expense on the TEC. Employees should also be made aware that some third party vendors do not provide refunds for cancelled trips; employees will be responsible for any and all charges that are associated with a cancelled or changed reservation when booking through a third party vendor.

Please distribute the attached memo to all staff who travel on State business. This memorandum will provide employees with clear and concise information about PML 2005-021 and how it relates to the reimbursement of travel-related expenses.

If you have questions or need assistance with the information provided above, please contact Ray Asbell at the phone number or email address listed above.

/s/Debbie Endsley

Debbie Endsley, Chief
Benefits Division

Attachment



MEMORANDUM



DATE: July 11, 2005

TO: All State Employees

FROM: Department of Personnel Administration
Statewide Travel and Relocation Program
Benefits Division

SUBJECT: Reimbursement requirements for on-line third party lodging receipts

In July, the Department of General Services (DGS) announced the approved travel agencies providing arrangements for State employees traveling on business. This service allows State employees to make on-line travel arrangements.

While it is strongly advised that all State travelers use the DGS approved travel agency services; some employees may insist on using other third party vendors such as Priceline.com, Expedia.com, Travelocity.com, Hotels.com, etc.

Please be aware that the Internal Revenue Service (IRS) and the State Controller's Office (SCO) require strict standards for travel receipts. In order to comply with these requirements, all travelers using a third party vendor **must** do the following in order to receive reimbursement for appropriate lodging expenses:

1. Verify with the on-line third party vendor and the lodging establishment, before you book your travel, that you will receive receipts showing, in detail:
 - Your check-in and check-out dates,
 - The itemized expenses you incurred (tax, meals, incidentals), and
 - The total amount you paid for your stay.
2. Provide a valid receipt from the on-line third party vendor and a valid receipt from the hotel where you stayed and include those with your Travel Expense Claim (TEC) for reimbursement.

There are no exceptions to the requirements listed above. You will not be reimbursed if you fail to provide the required receipts. TECs not supplying both of the required receipts will result in the rejection of your claimed expense.

In addition, many third party vendors do not provide refunds for cancelled trips. Some also charge for changes made to trips. If this occurs, you will be responsible for any/all charges associated with the changed/cancelled reservation.

Please contact your department's Travel Unit for details about this program and to find out which DGS-approved Travel Agency your department has selected.