



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS      REFERENCE CODE: MM89-23  
EFFECTIVE DATE: January 1, 1990  
EXPIRATION DATE: Indefinite  
DATE OF ISSUE: December 13, 1989

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

PERSONNEL OFFICERS  
ACCOUNTING OFFICERS

SUBJECT: Delegation of Headquarters Determinations For Members of Statutorily  
Established Boards and Commissions for Travel Expense Purposes.

At the current time, departments are responsible for designating headquarters for all employees except appointed members of statutorily established boards and commissions. Effective January 1, 1990, the responsibility for designating headquarters for these appointed members is being delegated to departments or independently established boards/commissions. When appointments are made, departments must notify the appointees of their designated headquarters location, and a copy of the notice must be sent to the State Controller's Office for audit purposes. Attachment A of this memo is a copy of the current guidelines pertaining to the designation of headquarters locations. Attachment B is a summary of the procedures which will become effective January 1, 1990. Attachment C is a sample form letter to be used for notifying appointees of their designated headquarters.

All requests which have been received by this department no later than December 31, 1989, will be processed. Requests received after this date will be returned to the department. We might note that there is no need to notify State Controller's Office of headquarter designations for appointed members to nonstatutorily established boards and commissions, or for any other employees.

Also effective January 1, 1990, the responsibility for oversight of the headquarters designation function is being transferred from the Personnel Services Branch in DPA to the Travel and Relocation Program, Benefits Division, in DPA. If you have any questions regarding this memo or the attachments, please call Diane Hachey, Travel and Relocation Program Manager, on 324-9377 (ATSS 454-9377).

David J. Tirupelle  
Director

Attachments

GUIDELINES FOR DETERMINING EMPLOYEE HEADQUARTERS

Note: Also see the State Administrative Manual, Section 0700

1. Definition of Headquarters. The following definition of headquarters appears in DPA Regulation 599.616(a):

"Headquarters shall be established for each state officer and employee and shall be defined as the place where the officer or employee spends the largest portion of his/her regular workdays or working time, or the place to which he/she returns on completion of special assignments, or as the Department of Personnel Administration may define in special situations".

2. Headquarters set by law. When a statute stipulates a specific headquarters location, that location is considered headquarters set by law. Examples are Public Utilities Commission and Agricultural Associations. It is not necessary to establish headquarters for anyone serving on any board or commission where the headquarters is set by law.
3. Board or commission member. If the employee is a member of a full-time board or commission, and works in the headquarters office of that board or commission, the headquarters designation is the location of the headquarters office. If the employee is a member of either a full-time or part-time board or commission, and works in various locations throughout the State, travel generally originates from home. In this situation, the person's city of residence is generally considered headquarters. This arrangement is in the best interests of the State, as it precludes payment of travel from home to office (and then to meeting location). Travel directly from home to statewide meetings is usually the least cost option for these members attending statewide meetings on a regular basis.
4. Dual Headquarters. Occasionally there may be a need to establish a "dual" headquarters, for example, an elected official also serving on a board or commission. In this situation, the department would establish "temporary" headquarters for the board or commission.
5. Oath of Office. For those appointments which require that an Oath of Office be on file, SCO will return any travel claims for any employee who does not have BOTH headquarters established and the Oath of Office filed. Headquarters can be established retroactively for purposes of travel reimbursements; however, SCO will reject any claim incurred prior to the Oath of Office date even if headquarters has been established. Questions regarding the Oath of Office should be directed to the Secretary of State's Office.



SUMMARY OF PROCEDURES

DESIGNATION OF HEADQUARTERS FOR STATUTORY BOARD/COMMISSION MEMBERS  
FOR PURPOSES OF PAYMENT OF TRAVEL EXPENSES

1. Determine the appropriate Headquarters location based on the guidelines shown in Attachment A.
2. Send the appointee the form letter shown in Attachment C (or an equivalent notice). Be sure to include the summary of travel expenses which is printed on the reverse side of the attachment.
  - a. Send a copy of the letter to the SCO:  
  
Division of Claim Audits  
State Controller's Office  
3301 C Street, Room 407  
Sacramento, CA 95816  
  
Attention: Anne Miyasaki
  - b. Send a copy of the letter to the Accounting Office which will be responsible for processing the travel claims.
  - c. Verify that the Oath of Office has been filed if it is required (otherwise, travel expense claims will not be paid).
3. Maintain a file of approved headquarters designations. SCO may occasionally call to ascertain if headquarters has been determined for a specific employee(s).



ATTACHMENT C

Appointment To: \_\_\_\_\_  
(Board or Commission)

Appointee Name: \_\_\_\_\_

Headquarters: \_\_\_\_\_

Agency: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Department Name

Date Approved:

Dear Appointee:

We have received notice of your (re-)appointment. Establishment of headquarters is necessary to determine appropriate reimbursement of travel expenses incurred as a result of your appointment. For this purpose, headquarters is defined as the place from which you leave and/or return to upon completion of these state duties.

Your headquarters will be established at the above city unless you complete and return a copy of this notice to the above address justifying an alternate headquarters. No response is necessary if the headquarters city indicated is correct.

Sincerely

cc: State Controller's Office/Division of Audits  
Accounting Office

\*\*\*\*\*

CORRECTION:

Please change my headquarters to: \_\_\_\_\_

Reason(s): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## SUMMARY OF ALLOWED TRAVEL EXPENSES

Effective July 1, 1989, appointees may be reimbursed for expenses incurred as a result of official state business related to the appointment. To be eligible for reimbursement, appointees must have a signed Oath of Office on file with the Secretary of State and must have headquarters established by the Department of Personnel Administration.

Appointees will be reimbursed at the following rates for approved expenses:

<b>AIR TRAVEL -</b>	Coach/economy fare. Receipts are required.
<b>TAXI FARE -</b>	Actual cost plus a 15 percent tip. Receipts are not required, but will facilitate claims payment.
<b>CAR RENTAL-</b>	Actual cost of economy car rental, supported by receipt. No reimbursement will be made for the purchase of a "damage waiver" (collision insurance) or "PEC" (personal effects coverage) or "upgraded" vehicle rental.
<b>PERSONAL AUTOMOBILE MILEAGE-</b>	24 cents to 30 cents per mile. When claiming a rate in excess of 24 cents per mile, the employee/appointee must certify on the travel expense claim that expenses claimed are equal to or greater than the amount claimed. When the employee/appointee claims a rate in excess of 24 cents per mile, the entire reimbursable amount will be reported to the Internal Revenue Service (IRS), providing s/he receives a W-2 form from the State.
<b>MILEAGE TO A COMMON CARRIER-</b>	If the appointee is driven to a common carrier and the vehicle is not parked, reimbursement of 48 cents to 60 cents per mile may be claimed for the trip to the carrier and the trip from the carrier while the employee/appointee is in the vehicle. If more than 48 cents is claimed, the employee/appointee must certify on the travel expense claim that the cost of operating the private vehicle exceeds the allowable rate. When an employee/appointee claims a rate in excess of 48 cents per mile, the entire reimbursable amount will be reported to the IRS, providing s/he receives a W-2 form from the State.
<b>PARKING -</b>	Actual cost, no receipt required if less than \$6.00 for one continuous period of parking.
<b>TELEPHONE CALLS-</b>	Actual cost. Must show date, place and party called. If the call is in excess of \$2.50, receipt is required.
<b>PER DIEM,-</b>	An allowance at rates established below, for each 24 hour period is authorized.  Reimbursement for expenses incurred on fractional days whether on a one-day trip or the last part of a trip of more than 24 hours is allowed in the following amounts:
Breakfast	\$5.50
Lunch	9.50
Dinner	17.00
Lodging	\$47.00
(a) Statewide, no receipts	
(b) Statewide, with receipts	actual up to 79.00 plus tax

The incidental allowance of \$5.00 may only be claimed for each consecutive 24 hours of travel.

