

Travel Guidelines 2016



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INTRODUCTION

The Mental Health Services Oversight and Accountability Commission (MHSOAC) *Travel Guidelines* is a reference tool to be used to determine the documents needed and the proper reimbursement rates for travel expenses incurred by Commissioners, Committee members, and agendized presenters.

GENERAL RULES

Commissioners, staff, agendized presenters, and active Committee members will be reimbursed in accordance with State per diem laws. Also, any reasonable business expenses incurred will be reimbursed as authorized by the Commission. On a case-by-case basis the designee of a Committee member may also be reimbursed in accordance with the State per diem laws. (*MHSOAC Rules of Procedures 1.6 Compensation and Expenses March 2016*).

All travel arrangements must be made by the MHSOAC Travel Coordinator. The MHSOAC Travel Coordinator will ensure that each reservation is made in accordance with the State per diem laws. [*State Administrative Manuel (SAM)*].

It is the responsibility of the Commissioners and Committee Members to be familiar with and to adhere to all applicable travel rules and regulations and to submit reimbursement claims within 30 days of travel with all receipts and other records or proof of the expense, and have them available for audit by the Internal Revenue Services.

REQUIRED FORMS

Payee Data Record Form

A State of California Department of Finance (DOF) Payee Data Record Form (STD. 204) must be completed for all Commissioners and Committee Members that request reimbursement for travel.

Payee Data Record Form STD. 204 is required when receiving payment from the State of California in lieu of IRS W-9 and will be kept on file at Dept. of General Services/Contracted Fiscal Services and MHSOAC.

Travel Profile Form

The Travel Profile Form is required by the MHSOAC and must be completed by all Commissioners and Committee Members and returned to the MHSOAC Travel Coordinator. The information requested in the Travel Profile Form will be used to create a travel profile in the Travel Store database. The Travel Store is the contract travel agency for the MHSOAC. The MHSOAC is required to make all travel (airline, hotel, and car) through the Travel Store.

Travel Expense Claim (TEC) Form

To be reimbursed for attendance at Commission meetings, Committee Meetings, conferences, or other approved events, Commissioners and Committee Members are responsible for submitting a Travel Expense Claim Worksheet and a Travel Expense Claim (TEC), to the MHSOAC. The following steps must be taken to process a TEC:

- Complete travel worksheet.
- Sign and date the TEC (Form will be completed by MHSOAC Travel Coordinator).
- Mail the claim, with original receipts (i.e. airline ticket receipts, confirmation documents, itinerary) to MHSOAC at the following address:

Mental Health Services Oversight and Accountability Commission
1325 J Street, Suite 1700
Sacramento, CA 95814
Attn: Travel Coordinator

The MHSOAC Travel Coordinator will verify that each TEC is filed in accordance with the State per diem laws and the Administrative Support Chief will review/approve the TEC.

The TEC will be forwarded to the Department of General Services/Contracted Fiscal Services (CFS) for processing. Upon approval, CFS will issue and mail a check to the individual.

You may also complete the actual TEC form instead of the travel worksheet. If you have any questions, please contact Keely Connelly (916) 445-8727 or keely.connelly@mhsoc.ca.gov. She will gladly walk you through the process.

GENERAL GUIDELINES OF STATE PER DIEM

MHSOAC will pay commuter type transportation costs from home or office to the meeting location. Where public transportation is not available or is available only with an undue loss of time, mileage for personal automobile is allowed. Where automobile travel is an option and there is adequate public transportation, travel allowance will be made on the basis of the cost of the lowest rail, bus, or airfare available in lieu of automobile mileage. A comparison will be made between the cost of mileage and the cost of airfare. If the airfare is lower than the mileage computation, the amount of the airfare will be reimbursed to the Commissioner or Committee Member.

All travel to and from the airport should be made by airport shuttles or by public transportation, if available. Rental cars should be used only if other means of public transportation are not available. The MHSOAC Travel Coordinator will assist you in determining if a rental car is appropriate.

Airline Reservations

All air travel reservations must be made through the MHSOAC Travel Coordinator using the Travel Store account.

Rental Cars

The MHSOAC will provide reimbursement for rental cars as long as the use of a rental car is appropriate and arranged by the MHSOAC Travel Coordinator through the Travel Store. Gas tanks must be filled prior to returning the rental car. Gas for rental cars cannot be reimbursed without a receipt. MHSOAC will not provide reimbursement for gas if the rental agency provided the gas. Commissioners and Committee Members must return all vehicles to the vendor with a full tank of gas or at the check out level. Should a vehicle be returned with less than a full tank or at the check out level, the charges will be collected from the Commissioner or Committee Member.

The State is self-insured. Reject any "Collision Damage Waiver" offered. Commissioners and Committee Members will not be reimbursed for any additional cost for insurance.

Mileage Reimbursement Rates

The following rates apply for personal vehicle mileage for State business travel

Vehicle Type	Mileage Reimbursement Rate
Personal Vehicle	57.5 cents per mile
Private aircraft	50 cents per mile (taxable)
Bicycle	4 cents per mile (taxable)

Lodging

All lodging reservations must be made through the MHSOAC Travel Coordinator using the Travel Store account.

Area	Maximum Rate (plus tax per day)
All counties/cities located in California (<i>except as noted below</i>):	\$90.00
Napa, Riverside, and Sacramento Counties	\$95.00
Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the City of Santa Monica	\$120.00
Alameda, Monterey, San Diego, San Mateo, and Santa Clara Counties	\$125.00
San Francisco County and the City of Santa Monica	\$150.00

Receipts

All original receipts must be legible and sent to the MHSOAC Travel Coordinator along with the TEC Worksheet and TEC. Please keep copies of all receipts for your records. The following receipts must be included, if applicable:

- Hotel folio showing **zero balance**
- Airline itinerary
- Rental Car receipt
- Parking receipt
- Toll Receipt
- Taxi, Shuttle receipt
- Gas receipt

Note: Parking fees of \$3.50 or more require receipts for any one continuous period of parking (airport parking will be reimbursed using the less expensive peripheral parking)

Out of State Travel

Out of State Travel requires approval by the Governor's Office.

Travel Meals Rates and Reimbursements*

For First Day of Travel of 24 hours or more

RATES	
Breakfast	Up to \$7.00
Lunch	Up to \$11.00
Dinner	Up to \$23.00
Incidentals	Up to \$5.00 (Included at the end of each 24 hours of travel)
Breakfast May Be Claimed For Trips that begin at or before 6 a.m. and end at or after 8 a.m. the following day.	
Lunch May Be Claimed For Trips that begin at or before 11 a.m. and end at or after 2 p.m. the following day. No lunch may be claimed on trips of LESS than 24 hours.	
Dinner May Be Claimed For Trips that begin at or before 5 p.m. and end at or after 7 p.m. the same day.	
Incidental. The State reimburses Commissioners (when the travel period is greater than 24 hours) for small miscellaneous expenses while traveling. Examples include: newspapers and magazines, tips, etc.	
Note: There is no provision that requires Commissioners to submit their receipt for a meal, it is the Commissioner's responsibility to retain receipts and other records of expense for the possibility of any IRS audit.	

*Commissioners and Committee Members may not claim lodging expenses within 50 miles of their headquarters or their primary residence.

CONTACT INFORMATION

Administrative Support Unit

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