



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

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MEMORANDUM

DATE	February 13, 2014
TO	Board Members
FROM	Jennifer Almanza, Staff Services Analyst Board of Vocational Nursing and Psychiatric Technicians
SUBJECT	Board Member Travel Guide

Attached is the Board of Vocational Nursing and Psychiatric Technicians, Board Member TRAVEL GUIDE – 2013.

Attachment – Agenda Item #7

Board of Vocational Nursing and
Psychiatric Technicians

Board Member TRAVEL GUIDE



2013

Board Member
TRAVEL GUIDE



1. LODGING

• MAKING HOTEL ARRANGEMENTS

Hotels in conjunction with Board meetings are selected by Board staff following the Board adoption of the annual Board meeting dates and locations in September. Hotels are chosen based on proximity to the Board meeting site, availability, and lodging rate. Where possible, lodging is secured in the hotel where the Board meeting and/or Board Member training will occur.

The state rate of reimbursement for lodging is currently \$90.00 plus tax in most locations, \$95.00 plus tax for Napa, Riverside, and Sacramento Counties, \$120.00 plus tax for Los Angeles, Orange, and Ventura Counties, and Edwards AFB, excluding the city of Santa Monica, \$125.00 plus tax for Alameda, Monterey, San Diego, San Mateo, and Santa Clara Counties, and 150.00 plus tax for San Francisco County and the city of Santa Monica. When an overnight stay is required in connection with a Board-related event, lodging secured by Board staff will be within the maximum allowable state rate of reimbursement. When an individual Board member secures lodging for a Board-related event, and the cost of such lodging is above the maximum, the Board Member will be reimbursed only the maximum allowable state rate and is financially responsible for the excess cost.

Board Staff Responsibility:

When an overnight stay is required for Board Members in conjunction with Board - related business, (i.e., Board Meetings, Board Member Workshops, Committee Meetings) Board staff is responsible for securing hotel accommodations, confirming the rooming list with the hotel, and notifying Board Members of the hotel location, dates of stay, and other pertinent information. **However**, Board Members must keep staff apprised of any changes to their room needs. As an example, if a hotel room is reserved and the board member fails to show up as scheduled, the board member will be liable for the cost of the hotel room. The State will not reimburse the board member for the unused room.

Board Member Responsibility:

Board Members are responsible for notifying Board staff at least 30 days in advance when a lodging reservation on the Member's behalf is not required, either because the Board Member has asked to be excused from the meeting, or because the Board Member has opted to make his/her own lodging arrangements at an alternate location.

Board Members are responsible for notifying the hotel when a late check-in is anticipated, and for canceling a reservation within the timeframes required by the hotel. As such, Board Members are financially responsible for charges incurred as a result of non-notification of late check-in or non-cancellation of a reservation.

Board Members are financially responsible for amounts in excess of the current state-negotiated rate (state rate) for lodging (see section 3. Department of Consumer Affairs (DCA) Board and Committee Members Travel Guidelines).

Board Members are responsible for paying the hotel for their room and submitting a Travel Expense Claim Information form (see section 4. Claiming Reimbursement for Travel Expenses – Board Member Travel Expense Claim Information Form; and section 5. Miscellaneous – Forms) with a hotel receipt indicating a “zero” balance to the Board office to initiate a request for reimbursement for those expenses. No reimbursement will be made without a receipt.

- **LODGING WITHIN 50 MILES OF A MEETING LOCATION OR IN CONJUNCTION WITH DAILY TRAVEL**

Reimbursement for lodging within 50 miles (100 miles roundtrip) of a Board Member’s primary residence and a meeting location or in conjunction with daily travel is not allowed (see section 3. DCA Board and Committee Members Travel Guidelines – 50-Mile Rule Requirement; and section 5. Miscellaneous – Forms).

Exceptions to this rule are considered on a case-by-case basis by the Chief Deputy Director of DCA. Memorandums requesting exemption from the 50-mile rule requirement are prepared by Board staff, and must be approved in advance of lodging. In the past, well-justified requests for lodging exemption were routinely approved for Board Members. In general, DCA considers exemptions for approval where "catastrophic" circumstances and/or significant benefit to the Board can be demonstrated, and where the driving distance from a meeting location is 45 miles or more.

- **LODGING IN EXCESS OF THE CURRENT STATE RATE**

Reimbursement for lodging in excess of the current state rate is not allowed (see section 3. DCA Board and Committee Members Travel Guidelines). The Department of Personnel Administration (DPA) recognizes the difficulty of locating reasonable lodging rates in some locations, and allows a slightly higher rate of reimbursement (up to \$150.00 plus tax) in some areas.

In locations where lodging at the allowable state rate is not available, DPA rules require that a good faith effort to secure lodging at the state rate be demonstrated. Requests for approval of lodging above the maximum state rate are prepared by Board staff for submission to DCA and are approved on a case-by-case basis. Exceptions must be approved prior to lodging.

2. TRANSPORTATION

• MAKING TRANSPORTATION ARRANGEMENTS

DPA rules require state business travelers to use the most cost-effective method of travel despite inconveniences in air travel brought about by the national tragedy of September 11, 2001.

With regard to reimbursement for the cost of transportation, reimbursement is made at the lesser total cost of travel (see section 3, DCA Board and Committee Members Travel Guidelines).

Board Member Responsibility:

Board Members are responsible for arranging all transportation to and from Board-related or authorized events, including air, private car, taxi, and shuttle service.

Board Members are responsible for using the Board's contracted travel agency when making airline reservations.

Board Members are financially responsible for costs above the state-negotiated rate for air travel when airline reservations are not made through the Board's contracted travel agency at the state rate, or when an air carrier other than the air carrier with which a state rate has been negotiated is used.

Board Members are responsible for considering the cost of travel when making travel arrangements. When considering the use of a private vehicle in lieu of air travel, it is required that a cost comparison of airfare and related expenses versus private vehicle mileage be calculated prior to traveling.

Board Members are financially responsible for payment for rental cars, gasoline, taxi and shuttle service, and other expenses associated with transportation (e.g., bridge tolls and parking), until reimbursement is received via the Travel Expense Claim process.

- **CONTRACTED TRAVEL AGENCY**

Effective July 1, 2006, and until further notice, the Board's contracted vendor for Airline Reservations is:

SWABIZ
www.swabiz.com

- **MAKING AIRLINE RESERVATIONS**

Effective July 1, 2006, the Department of General Services (DGS) implemented a new program with Southwest Airlines. This new program allows state departments to book their airline travel directly online, using the Southwest Airlines business portal called SWABIZ.

SWABIZ is a FREE online tool that allows travelers to plan, book and purchase Ticketless Travel on Southwest Airlines. It is a simple and efficient method to obtain low fares and Rapid Rewards credit. Also, it is a useful mechanism for tracking, managing, and reporting business travel. Each traveler will have an individual Traveler Account where they can save their travel preferences to make the booking process even quicker and will receive detailed itineraries via e-mail from Southwest Airlines.

Board Members should not pay for the cost of air travel for Board-related business using cash, a personal check, or a personal credit card.

Board Member Responsibility:

- **HOW TO SET UP YOUR INDIVIDUAL SWABIZ TRAVELER ACCOUNTS**

All Department of Consumer Affairs employees using the Southwest Airlines online booking system are required to create an individual SWABIZ Travel Account and a Rapid Rewards Account. This can be done by going to the Southwest Airlines website at www.swabiz.com then click onto Traveler Account. The company ID number for all Board and Committees is **99039695**.

If you do not currently have a Rapid Rewards account number you will need to create one first. Since December 1, 2005, State employees have been allowed to earn travel premiums (Frequent Flier Miles/Points) while traveling on Official State business and may use these travel premiums for their state or personal use. If you do have a Rapid Rewards account number you may proceed with the Travel Account login.

To create a Rapid Rewards Account:

1. Scroll down to Create an Account and click on enroll in Rapid Rewards now
2. Enter the Company ID number **99039695** (Boards and Committees only)
3. Fill in your Name, Contact Information and E-mail Address
4. Create a private password
5. Fill in your Date of Birth
6. Fill in your E-mail Address
7. For billing Information click on “**other IRN**”; type in your program’s DGS number (**57262 for VN; 57265 for PT**)
8. Description, use your Board name
9. Click “ Set as a Default” to permanently set this program as your billing account information

Once you have completed all the steps click Finish Now. Your Rapid Rewards Enrollment card will appear on the screen. **Print your Rapid Rewards card and save the number for your record, this will be the only card you will receive.**

To create a Traveler Account:

1. Click on Traveler Account
2. Enter the appropriate company ID number (stated above)
3. Enter your existing Rapid Rewards number
4. Enter your existing Rapid Rewards password
5. Click on login

After you have created your Travel Account, you will receive authorization to begin making your own Southwest flight reservations within the next business day.

Board Members should go to the website www.swabiz.com or www.travel.ca.gov, in order to make airline reservations. Select the “**Anytime**” option when making your reservations.

Board Member salary per diem rules require members to be physically in attendance from the commencement of a Board meeting to its conclusion.

When making airline reservations, Board Members should ensure that proper consideration is given to the length of any given Board meeting agenda, as well as any pre-boarding airport security requirements when making airline reservations.

- **TICKET AND ITINERARY/RECEIPT INFORMATION**

SWABIZ will email you a detailed itinerary and you may print a pre-boarding pass up to 24 hours before you fly. Please include your itinerary with your Travel Expense Claim. Upon completion of travel, the itinerary/receipt must be submitted with the Board Member Travel Expense Claim Information form (see section 4 Claiming Reimbursement for Travel Expenses – Board Member Travel Expense Claim Information Form; and section 5. Miscellaneous – Forms).

- **HOW TO CANCEL OR CHANGE A RESERVATION**

If you have an existing Southwest Airlines Ticketless Reservation that was purchased on SWABIZ, you can cancel or change your itinerary using the Cancel or Change Itinerary feature.

From the SWABIZ home page, click on “**Travel Tools.**” From the Travel Tools, click on either “**Cancel Air Reservation**” or “**Change Air Reservation.**” Once you click on one of these buttons, you will need your confirmation number for the air reservation that you would like to cancel or change and your first and last name. After inputting the necessary information, click on the “**Continue**” button.

- **If Southwest Airlines does not service the location you are traveling to, you may contact Board Staff. Staff will contact the contracted travel agency, TravelStore, to arrange your flights.**

- **RENTING A CAR**

Whenever possible, Board Members should utilize a private car, shuttle or taxi service for transportation to and from a common carrier, and between hotel and meeting sites. In the unusual event that a rental car is required for Board-related business, prior authorization must be obtained from the Board office.

The State annually contracts with a limited number of commercial car rental agencies with which a state rate is negotiated (charges in excess of the state rate are not reimbursable). Each January, the Department of General Services issues a State Administrative Manual (SAM) Management Memo listing the contracting car rental companies effective January 1 through December 31. The current contracting car rental company is Enterprise Rent-A-Car.

Board Member Responsibility:

Board Members are responsible for making arrangements for car rental at the state rate when a rental car is required and approved by the Board office. Board Members should call Enterprise Rent-A-Car directly at (866) 788-7053, mention code **DBCA181** and the Board's billing code # **57262**.

Board Members must arrange payment for rental cars at the time of pick-up. Reimbursement will be provided at the state rate when a rental car receipt is submitted as an attachment to the Board Member Travel Expense Claim Information form following completion of travel.

Board Members should return rental cars with a full tank of gasoline, and retain and submit the gasoline receipt upon completion of travel.

3. DCA BOARD AND COMMITTEE MEMBERS TRAVEL GUIDELINES

The DCA provides Board and Committee Members with the following guidelines for the reimbursement of Board-related transportation, lodging, and meal expenses as allowable under provisions stipulated by the DPA.

- **PER DIEM RATES**

Travel of 24-Hours or More (over 100 miles round trip*)

Lodging (with receipt***)**

Actual cost up to \$90.00 plus tax	All California counties except those listed below:
Actual cost up to \$95.00 plus tax	Napa, Riverside, and Sacramento Counties
Actual cost up to \$120.00 plus tax	Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica
Actual cost up to \$125.00 plus tax	Alameda, Monterey, San Diego, San Mateo, and Santa Clara Counties
Actual cost up to \$150.00 plus tax	San Francisco County and the city of Santa Monica

* Reimbursement for lodging within 50 miles of primary residence or headquarters is not allowed. Exceptions to this rule are determined on a case-by-case basis and must be approved in advance of lodging. (See also section 1. Lodging – Lodging Within 50 Miles of a Meeting Location or in Conjunction with Daily Travel.)

** Reimbursement for lodging in excess of the current state rate is not allowed. Exceptions to this rule are considered on a case-by-case basis and must be approved in advance of lodging. (See also section 1. Lodging – Lodging in Excess of the Current State Rate.)

*** Reimbursement for lodging without a receipt is not allowed.

Meals and Incidentals *

BREAKFAST	Actual cost up to \$7.00	In order to claim breakfast on the first day of travel of 24 hours or more, travel must begin before 6:00 a.m.	In order to claim breakfast on the last day of travel of 24 hours or more, travel must end at or after 8:00 a.m.
LUNCH	Actual cost up to \$11.00	In order to claim lunch on the first day of travel of 24 hours or more, travel must begin before 11:00 a.m.	In order to claim lunch on the last day of travel of 24 hours or more, travel must end at or after 2:00 p.m.
DINNER	Actual cost up to \$23.00	In order to claim dinner on the first day of travel of 24 hours or more, travel must begin before 8:00 p.m.	In order to claim dinner on the last day of travel of 24 hours or more, travel must end at or after 7:00 p.m.
INCIDENTALS**	\$5.00 per day for each <u>full</u> 24 hours of travel	Cannot be claimed on the first day of travel of 24 hours or more.	Reimbursement is allowed only for a full 24 hours of travel.

* For IRS auditing purposes, keep your receipts.

** See Tips and Other Incidental Expenses ahead.

- **TRAVEL OF LESS THAN 24 HOURS (OVER 100 MILES ROUND TRIP*)**

Reimbursement for the actual cost of meals during travel of less than 24 hours (daily travel) up to the maximums indicated below is allowed when the timeframes for travel and other criteria, also indicated below, are met. However, effective January 1, 1999, the California State Controller's Office stopped considering meal reimbursement for daily travel a business expense and, therefore, all reimbursement for meals during travel of less than 24 hours is taxable and reportable as personal income.

Meals, Lodging, and Incidentals

BREAKFAST	Actual cost up to \$7.00	In order to claim breakfast during one-day travel, travel must begin before 6:00 a.m. and end at or after 9:00 a.m.
LUNCH	Actual cost up to \$11.00	Lunch is not authorized for reimbursement.
DINNER	Actual cost up to \$23.00	In order to claim dinner during one-day travel, travel must begin at or before 4:00 p.m. and end at or after 7:00 p.m.
LODGING	Same as in A. above	In order to claim lodging for one-day travel, lodging must be deemed required and must be pre-approved. No reimbursement is allowed without a receipt.
INCIDENTALS	Not allowed	

* The 100-mile round trip requirement does not apply to reimbursement of lunch in conjunction with "official" meetings of the Board and where the timeframes of travel as specified above are met.

** An "official" meeting of the Board is a public meeting noticed in accordance with the Bagley-Keene Open Meeting Act such as a Disciplinary, Regular or Committee Meeting. Workshops, training or orientation sessions are not considered "official" meetings of the Board.

- **MILEAGE**

Effective January 1, 2011, all State employees, except those represented by Bargaining Unit 6, is reimbursed at the rate of **\$.565** cents per mile. The 50-mile rule requirement (see ahead) does not apply to mileage claims.

Double miles may be claimed when a family member or friend drives a Board Member to the airport.

- **TAXI AND SHUTTLE SERVICE**

Reimbursement is allowed for the actual cost of parking and taxi and shuttle service. A receipt is required for taxi or shuttle service expenses of \$10.00 and over.

- **PARKING AND BRIDGE TOLLS**

Reimbursement is allowed for the actual cost of parking and bridge tolls. A receipt is required for parking and bridge toll expenses of \$10.00 and over.

- **TIPS AND OTHER INCIDENTAL EXPENSES**

The amount of reimbursement for incidentals is limited to the amount listed in the table of Meals and Incidentals under Per Diem Rates - Travel of 24 hours or more. The amount of reimbursement allowed includes (but is not limited to) expenditures for tips for meals, baggage handlers and taxi drivers, and expenses for laundering and pressing of clothing, but does not include expenses for telephone charges. Expenses exceeding this amount will not be reimbursed.

Reimbursement for incidentals is not allowed on travel of less than 24 hours (including the first day of travel and one day travel). The conclusion of travel must occur after a full 24 hours of travel has elapsed in order to claim reimbursement for incidentals on the last day of travel. For example, travel that begins at 8:30 a.m. on day one must continue or conclude at or after 8:30 a.m. on day two in order to claim reimbursement for incidental expenses.

- **PERSONAL CAR USE IN LIEU OF FLYING**

DCA expects that Board Members will utilize the most cost-effective mode of transportation when traveling on Board-related business. A cost comparison of airfare and related expenses versus private vehicle mileage should be calculated. Reimbursement will be made at the lesser total cost of travel.

- **USING A PRIVATELY-OWNED VEHICLES ON STATE BUSINESS**

An Authorization to Use Privately-Owned Vehicles on State Business form (Std. 261) (see section 5. Miscellaneous – Forms) is required to be on file whenever a state employee uses a privately-owned vehicle on state business.

Board Member Responsibility:

Board Members must complete, sign, and annually update a Std. 261.

- **RULE REGARDING THE USE OF NON-CONTRACT AIRLINES**

Board Members must utilize an airline listed in the *DCA Board and Committee Members Travel Guide* (see section 5. Miscellaneous – Forms) when traveling between a contract city-pair, except when space or scheduled flights on a contract airline are not available to accomplish purpose; use of contract service would result in unnecessary overnight lodging costs; or a non-contract airline offers a lower airfare.

- **50-MILE RULE REQUIREMENT (100 MILES ROUND TRIP)**

Per Diem for travel within 50 miles of a Board Members' primary residence is not allowed. Exceptions to this rule are considered on a case-by-case basis, and must be requested the Board and approved in advance of travel by the DCAs' Deputy Director of Board Relations.

The 50-mile rule requirement does not apply to mileage claims.

4. CLAIMING REIMBURSEMENT FOR TRAVEL EXPENSES

- **BOARD MEMBER TRAVEL EXPENSE CLAIM INFORMATION FORM**

Board Members will utilize a Board Member Travel Expense Claim Information form (see section 5. Miscellaneous – Forms) to provide Board staff with the information and documentation required to request reimbursement from DCA for Board-related travel expenses.

Board Member Responsibility:

Board Members must complete a Board Member Travel Expense Claim Information form when requesting reimbursement for travel expenses. The form must be completed and submitted with original receipts attached to the Board office **within five days** of the date of return from travel.

Receipts are required for the following:

- Lodging (the lodging receipt must reflect a **zero balance**)
- Business expenses (include a detailed justification)
- Airline travel (itinerary or passenger receipts only; boarding passes are not acceptable)
- Rental cars (rental receipt or rental agreement) and gasoline
- Continuous parking over \$10.00

Board Members should make every effort to submit travel documents and information on a timely basis. Time is especially critical during DCAs' year-end closing cycle, May through June, when the Accounting Office prepares the Board's year-end financial statements.

- **TRAVEL EXPENSE CLAIM FORM**

A Travel Expense Claim (TEC) form (Std. 262) is utilized by Board staff to request reimbursement for Board Members' Board-related travel expenses from DCA (see section 5. Miscellaneous – Forms).

Board Staff Responsibility:

Board staff will complete the TEC based on information provided by Board Members on the Board Member Travel Expense Claim Information form. The Board office keeps a supply of blank, signed TEC forms for each Board Member for this purpose. Once the Board office completes the TEC, it will be copied and submitted to the DCA's Accounting section. Checks in reimbursement of Board-related travel expenses are forwarded to the Board office from the DCA, and then mailed to Board Members along with a Travel Expense Claim Record form.

Board Member Responsibility:

Board Members are responsible for submitting their travel information to Board staff as soon as possible after travel in order to ensure timely completion of the TEC.

IMPORTANT REMINDER:

Should your original receipts become inadvertently lost in the mail, a photocopy may be used to request reimbursement. Unfortunately, without a receipt, reimbursement cannot be made.

PLEASE KEEP COPIES OF YOUR RECEIPTS AND TRAVEL EXPENSE INFORMATION FORM FOR YOUR RECORDS BEFORE MAILING TO THE BOARD!

5. MISCELLANEOUS

- **REIMBURSEMENT FOR TELEPHONE CHARGES**

A DCA Justification for Reimbursement of Telephone Charges form (99J – 11) (see section 5. Miscellaneous – Forms) is utilized to request reimbursement of charges for telephone calls related to Board business.

Board Member Responsibility:

Board Members should complete and submit a DCA Justification for Reimbursement of Telephone Charges form with the Board Member Travel Expense Information form in order to receive reimbursement for charges for Board-related telephone calls. Whenever possible, include a copy of the telephone bill with charges for telephone call related to Board business highlighted.

Board Staff Responsibility:

To request reimbursement from DCA, Board staff will submit the DCA Justification for Reimbursement of Telephone Charges form to DCA along with a TEC form.

- **RECORD OF BOARD MEMBER TRAVEL EXPENSE CLAIM AND SALARY INFORMATION**

Board staff utilizes a Travel Expense Claim Record form (see section 4, Miscellaneous – Forms) to record travel expense claim and salary information for each Board Member.

Board Staff Responsibility:

Board staff updates and forwards a Travel Expense Claim Record form to Board Members along with each travel expense claim and salary check.

Board Member Responsibility:

Board Members should check the Travel Expense Claim Record form against their own records upon receipt of reimbursement for travel expenses or Board Member salary.

Questions about the form or the status of a claim, or discrepancies in the amount of reimbursement for travel or Board Member salary should be addressed to the Board's Administrative Analyst.

- **FORMS**

Forms mentioned in this guide are reproduced on subsequent pages. The forms include:

- Board Member Travel Expense Claim Information Form
- Authorization to Use Privately-Owned Vehicles on State Business
- Travel Expense Claim Form
- Department of Consumer Affairs Justification for Reimbursement of Telephone Charges Form
- Travel Expense Claim Record Form

(10/28/13)