

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - HOSPITAL OPERATIONS
ADMINISTRATIVE DIRECTIVE NO. 726
(Replaces A.D. No. 726 dated 5/11/06)

Effective Date: April 12, 2007

SUBJECT: TRAVEL

I. PURPOSE

This purpose of this directive is to define rules and regulations related to Travel Advances and reimbursements.

II. AUTHORITY

The Department of Personnel Administration Rules, Sections 599.1 and 599.615; State Administrative Manual (SAM), Sections 0700-0780; Labor Contracts; and Memorandum of Understandings.

III. POLICY

- A. It is the policy of Coalinga State Hospital (CSH), and the State of California, that all travel must be done in the most cost-effective manner as possible. The value of employees' time may be taken into account for this purpose.
- B. All State travel, except for approved travel within a 50-mile radius of CSH, shall be requested and receive the required approvals prior to commencement of the trip.
- C. Video Teleconferencing is available at CSH and may be scheduled for conference meetings, interviews, etc. with state agencies in lieu of traveling. This system of communication should be considered for all State business needs.

IV. METHOD

A. Travel Request and Approval Process:

1. Request(s) for Travel:

- a. Travel within a 50-mile radius of CSH (upon approval of the supervisor) is generally considered a part of the employee's regular duties and is not considered "travel status" for per diem and lodging allowances.
- b. Travel beyond a 50-mile radius of CSH requires a completed Pre-Approval Travel Request/Authorization, Form (CSH 022), whether or not costs are involved.

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- c. If the trip is for training purposes, the employee and supervisor must complete a Training Request form (MH3250) and the Training Officer must approve the request.
 - d. If the trip is for a subpoena-ordered court appearance relating to CSH business, the subpoena is to be submitted to the Litigation Coordinator's secretary for logging. When logged, the employee will be given a Subpoena Response Form, which is to be completed following the court appearance.
 - e. Travel Authorization Requests should be completed by the employee prior to the trip, except in cases where employees do not receive sufficient prior notice. Please note: ample time should be allowed for the routing of the form for approval signatures. In no case shall an employee travel without their supervisor's approval.
 - f. Travel expenses resulting from subpoenas issued to former employees should be borne by the county issuing the subpoena.
2. Travel Advances:
- a. Travel Advances must be requested by employees on the Office Revolving Request Form (CSH023). The completed Pre-Approval Travel Request/Authorization Form (CSH 022) must be attached.
 - b. Travel Advance requests must be submitted prior to the trip. Advances will not be issued for less than \$10.00 unless extreme hardship is involved.
 - c. The Accounting Office will issue Travel Advance checks 5 business days prior to the departure date, unless a hardship reason is given. Employees should note that 30 days are allowed to clear a Travel Advance. The 30-day clock begins when the check is issued.
 - d. All Travel Advances are cleared by submitting a completed Travel Expense Claim (TEC) or by the repayment of the entire Travel Advance. If the reimbursable costs per the TEC are not sufficient to clear the entire Travel Advance, repayment of the balance must be made within the 30-day period.
 - e. Travel Advances may not be for an amount greater than the estimated cost of the trip. If an advance amount is not shown on the request, a Travel Advance cannot be issued.
 - f. If the State Budget has not been passed, Travel Advances cannot be issued. Travel Advances will not be made if the employee currently has an outstanding (more than 30 days) Travel Advance.

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3. Training Related Request:

If payment for a training class is required, submit a separate Office Revolving Request Form (CSH023) request with the vendor name and a copy of the approved Training Request form (MH3250) please provide the Accounting Office with the name and remit the address of the training course, so a check can be written directly for the class.

B. Travel Allowances:

1. Meals/Incidentals - In-State Travel Per Diem Allowance

For Each Full 24 Hour Period of Travel:

Breakfast – actual expense up to	\$ 6.00
Lunch – actual expense up to	\$ 10.00
Dinner – actual expense up to	\$ 18.00
Incidentals – actual expense up to	\$ 6.00

Time Frame Requirements for Claiming Meals While on Travel status

First Day of Travel, Trip of 24 hours or More:

Trip begins at or before 6 a.m.:	breakfast may be claimed
Trip begins at or before 11a.m.:	lunch may be claimed
Trip begins at or before 5 p.m.:	dinner may be claimed

Continuing After a Trip of 24 Hours

Trip ends at or after 8 a.m.:	breakfast may be claimed
Trip ends at or after 2 p.m.:	lunch may be claimed
Trip ends at or after 7 p.m.:	dinner may be claimed

Fractional Days of Travel – Trip of Less Than 24 Hours

Trip begins at or before 6 a.m. and ends at or after 9 a.m.: breakfast may be claimed

Trip begins at or before 4 p.m. and ends at or after 7 p.m.: dinner may be claimed

2. Automobile Allowances:

The most cost effective car travel must be done. Employees must first check with Plant Operations to request a State vehicle. A Vehicle Request shall be submitted to the Plant Operations Transportation Department.

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- a. If a State vehicle is not available, the employee may use their personal car. The current rate for private car usage is 48.5 cents per mile.
 - b. Employees traveling by automobile to the same function are expected to travel together unless prior approval has been received from your Department Head.
 - c. Traveling by air:
 - i. Employees traveling by air must arrange their travel through the hospital's State contracted Travel Agency. The passenger copy of the airline ticket or a copy of the air travel itinerary showing "electronic ticket" must be submitted with the travel claim.
 - ii. The travel agent may also arrange for rental cars and hotel/motel accommodations at the destination. Contact the Accounting Office for more details.
 - d. Rental cars must be obtained from a rental car agency approved by the Department of General Services. A listing of approved agencies is available in the Accounting Office.
3. Lodging Allowances:
- a. Receipted lodging will be reimbursed up to \$84 plus tax. When required to conduct State business and obtain lodging in counties of Los Angeles and San Diego, reimbursement will be for actual receipted lodging to a maximum of \$110 plus tax. When required to conduct State business and obtain lodging in the counties of Alameda, San Francisco, San Mateo, and Santa Clara, reimbursement will be for actual receipted lodging to a maximum of \$140 plus tax.
 - b. Receipts from Internet sites such as Travelocity, Priceline and Expedia are only allowed when also supported with a hotel receipt.
 - c. Those seeking lodging rates over the allowable rate must receive approval by the Executive Director and Deputy Director, Administrative Services, Department of Mental Health prior to travel.
 - d. The claimant must complete an Excess Lodging Rate Request/ Approval (STD 255C). Forms and assistance in processing them are available from the Accounting Office.

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C. Travel Claims:

It is the responsibility of the claimant/employee who completes the authorized travel to submit a complete, accurate, and approved TEC (Std. 262 - Rev. 6/93) to the Accounting Office within 30 days from the issuance of a Travel Advance. Any changes made to claims must be crossed out and the correct information placed above the error, and initialed. Whiteout and correction tape is not allowed.

1. Submission:

Upon receipt of the complete, accurate, and approved claim, the Accounting Office will process and issue a check to the employee within 10 working days. Expense accounts shall be submitted at least once a month.

2. Failure to Submit:

- a. When a Travel Advance has been made and the Accounting Office has not received a TEC within 30 days after the advance, the employee will be notified three (3) times of the late claim. If no response is received after the third notice (within the date specified on the Overdue TEC Notice) the amount owed will be deducted from the employee's paycheck. If the employee is on direct deposit, it will be canceled and the advance will then be deducted from the employee's next paycheck.
- b. Employees are encouraged to clear their advances as soon as possible (within 30 days). Employees will not be able to obtain any additional Travel Advances until the first Travel Advance is cleared.
- c. If the employee has a secondary TEC while in this process, any reimbursement due them will first be applied against any previous balance due.

3. Completion of Claims for Short Term Travel: (TEC, STD 292)

- a. The top portion of the TEC must be completed. This includes the claimant's name; position; residence city and state; current bargaining unit; social security number; department; division; headquarters complete address; and work telephone number. Omission of this information will result in the delay and/or return of the submitted travel claim.

Note: Your residence street address and social security number is voluntary (Civil Code Section 1798.17). However; the omission of your social security number will delay payment of your claim.

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- b. Enter amount claimed for breakfast, lunch, dinner incidentals, and lodging expenses in the appropriate box on the TEC. Actual expenses incurred for meals and lodging may be claimed, up to the daily maximum allowable rates established for the particular condition, period of travel, and appropriate rates.
- c. An itemized receipt from a commercial lodging establishment showing the room rate, applicable taxes and payment information, must accompany lodging expenses (unless otherwise exempted by a Labor Contract). The lodging receipt must show payment and the balance due must be "\$ -0-".
- d. Most other reimbursable business costs also require a receipt, except per diem and private car mileage.
- e. Itemized receipts are required for parking if over \$10.00. Itemized receipts are required for all other expenses of \$25.00 or more except for telephone and fax charges. Receipts and description of State business being conducted is required if these expenses are \$5.00 or more.

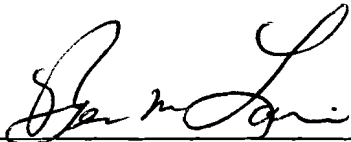
4. Claims for Short Term Travel by Vendors/Contractors:

If included in a contract, vendors/contractors can be reimbursed for travel related to providing goods or services to CSH up to the amounts allowed for exempt employees.

5. Claims for Long Term/Noncommercial/Relocation:

Actual expenses for meals and lodging may be claimed up to the daily maximum established for the particular condition and period of travel.

- D. All out-of-state travel, for time-only or funding, requires the approval of the Governor and must be processed through headquarters two months in advance of the travel date. The only exception to this is for medical staff requesting time only trips for educational classes. The Executive Director has local authority to approve out-of-state travel in these instances. Requests for out-of-state travel are submitted yearly by the hospital for the coming fiscal year. Coordination for all out-of-state travel is the responsibility of the Executive Director's Office.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

A.D. No. 991 – Subpoenas, Court Appearances, and Lawsuits