



Travel Expense Form

Travel Advance Y N

Tax ID/SSN (non-employees only):

Name			
Contact info (for new employees/non-employees)			
Address		Date	
City/State/Zip			
Phone	Fax	Email	

GL Codes	Program & Dept											TOTALS	
	Source & Year												
	Date of Travel												
	Destination												
	Purpose of Travel												
	Time Depart / Return												
6610	No. of Miles - Private Car												
6610	Amount * 56.5¢ per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
6630	Air Fare												\$ -
6640	Rental Car												\$ -
6640	Local Transportation											\$ -	
6610	Tolls/Parking											\$ -	
6650	Hotel											\$ -	
6660	Breakfast											\$ -	
6660	Lunch											\$ -	
6660	Dinner											\$ -	
6660	Incidentals											\$ -	
	Daily Totals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

I certify that, in accordance with ChangeLab Solutions' Travel Policy and the instructions shown on the reverse side of this form, the above is a true statement of official business travel expenses incurred by me. Where requesting mileage reimbursement, I certify that I carry liability insurance on my privately owned vehicle and that such vehicle is, to the best of my knowledge, in safe mechanical condition.

	Total Claim	\$ -
	Less Cash Advance	\$ -
	Total Due	\$ -

Requested by – printed name	Requested by – Signature	Date
Program Approval – printed name	Program Approval – Signature	Date
Finance Approval – printed name	Finance Approval – Signature	Date

CHANGELAB SOLUTIONS POLICIES FOR TRAVEL EXPENSES - VARIES BY FUNDING SOURCE

Authorized travel and travel-related expenses incurred in the conduct of ChangeLab Solutions business, if reasonable, allowable, and itemized on this form, are reimbursable. All other requests for reimbursement should be made on a check request form.

Submit original itemized receipts with this reimbursement form.

IMPORTANT NOTE: A Travel Claim must be filed within 30 days after the completion of any trip; any unused travel advance must be returned promptly or at

IMPORTANT NOTE: A Travel Claim must be filed within 90 days after the completion of any trip; any unused travel advance must be returned promptly or at the latest by the 10th of the following month.

ADVANCE APPROVAL FOR STATE OF CALIFORNIA BUSINESS: All out-of-state travel must be approved in writing in advance of the trip by the State's Project Officer.

HOW TO FILL OUT THIS FORM: List each day of travel separately. You must indicate which activity code will be charged for the expenses, the time you left on the date of departure, the time you returned home on the date of return, and both the destination and the purpose of the trip.

TRANSPORTATION:

Private Car: **Mileage is reimbursed at the Federal Standard Mileage Rate, which for 2012 is 55.5¢ per mile. Mileage reimbursement claims may not exceed the cost of round trip air fare to the same destination.

Air Fare: Airline tickets should be purchased using your ChangeLab Solutions company credit card whenever possible. Purchase the least expensive round-trip or special rate travel available (coach/tourist/economy class).

Rental Car: A rental car should only be used if it is the most economical or only feasible means of transportation available.

Local Transportation: Shuttles, taxis, and limousines may be used for travel between lodging and place of business, between place of business and to and from airports. Please use practical judgment when selecting a form of transportation.

LODGING FOR STATE OF CALIFORNIA BUSINESS: Reimbursement for lodging follows DPA guidelines unless the contract under which an employee is reimbursed states otherwise. Employees must provide a receipt to claim reimbursements. For in-State travel in most counties, lodging expense up to \$84.00 (plus tax) per night can be reimbursed. Check the DPA guidelines for other rates. Higher expenses may be reimbursed for attendance at a conference. Evidence of conference hotel rate must be attached to claim. For out-of-State travel, the actual cost of a standard room and tax can be reimbursed if receipts are submitted. Out-of-State travel must be approved by the State's Project Officer in advance of travel dates.

LODGING FOR NON-STATE OF CA BUSINESS: With the submission of receipts, the actual cost of a standard room, single occupancy (at discounted or commercial rates if possible), plus applicable tax, will be reimbursed. Without receipts, lodging expense up to \$70.00 per night will be reimbursed.

MEALS: Reimbursement for meals should be listed individually, not as a total daily allowance. Itemized/detailed receipts for all meals are required. The maximum reimbursement for each meal is the actual amount paid but not to exceed the appropriate maximum per diem rate for Meals and Incidentals. See below for per diem guidelines for State of California, federal contracts, and other business.

Maximum Meal costs for the State of California business:

Breakfast:	\$6.00
Lunch:	\$10.00
Dinner:	\$18.00

Maximum Meal costs for Federal Contract business: For federal per diem rates, please see the rates for your specific destination:

<http://www.gsa.gov/portal/category/21287>

Maximum Meal costs for Other Types of ChangeLab Solutions business, unless otherwise specified by the contract or your supervisor:

Breakfast:	\$8.00
Lunch:	\$12.00
Dinner:	\$22.00

Meals served as part of a "package" (e.g lunch included at a conference) will not be separately reimbursed. If a meal is served at a conference when official business is conducted (such as a keynote speaker), the actual amount of the meal may be claimed with documentation of the business activity (such as a conference program).

INCIDENTALS: Miscellaneous items, such as parking, phone calls, tips, photocopies, etc., can be reimbursed up to a maximum of \$6.00 per day without receipts. All requests for reimbursement greater than \$6.00 require a receipt.