



**ChangeLab  
Solutions**  
Law & policy innovation  
for the common good.

## 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

Source & Year

Date of Travel

Destination

Purpose of Travel

Time Depart /  
Return

No. of Miles -

6610 Private Car

Amount \* 56.5¢  
per mile

6610

Air Fare

6630

Rental Car

6640

Local  
Transportation

6640

Tolls/Parking

6610

Hotel

6650

Breakfast

6660

Lunch

6660

Dinner

6660

Incidentals

6660

Daily Totals

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 30 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.