

INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION SUMMARY OF ALLOWED TRAVEL EXPENSES

ICC Members and Community Representatives will be reimbursed for the actual cost, up to the maximum allowance, for each meal, lodging, and incidental expense for each complete 24 hours of travel. Original receipts with zero balance are required to substantiate actual lodging expenses.

Travel and per diem for Wednesday prior to the ICC meetings can be approved for Executive Committee members when travel options on Thursday morning are not practical for member's arrival for the start of the Executive Committee meeting. Other ICC Members or Community Representatives who plan to submit a claim for Wednesday travel/per diem, must have prior approval from the ICC Staff Manager.

The State of California has policies and regulations regarding expenditure of state funds on travel, which includes transportation, meals, and lodging. The following are the allowances and travel reimbursement rates approved by the Department of Personnel Administration. **If in doubt about any expense, consult with ICC Staff Manager prior to incurring expense.**

MEALS

It is important to remember there are NO FLAT RATE reimbursements. All meals claimed are to be for the actual amount of expense, up to the maximum allowed. Since no provision requires submission of meal receipts, it is the traveler's responsibility to retain receipts and other records of expense in case of an audit. **No lunch or incidental may be claimed on trips of LESS than 24 hours.**

BREAKFAST	Up to \$6.00	May be claimed for a trip that begins at or before 6:00 a.m. and ends after 8:00 a.m.
LUNCH	Up to \$10.00	May be claimed for a trip that begins at or before 11:00 a.m. and ends at or after 2:00 p.m. on the following day.
DINNER	Up to \$18.00	May be claimed for trips that begin at or before 5:00 p.m. and end at or after 7:00 p.m.
INCIDENTALS	Up to \$6.00	May be claimed for trips over 24 hours.

LODGING

Travel must be 50 miles or more from home to claim lodging expense.

MOST COUNTIES IN CALIFORNIA	Actual cost of lodging up to \$84.00 per night, plus taxes. Requires submission or receipt.
LOS ANGELES AND SAN DIEGO COUNTIES	Actual cost of lodging up to \$110.00 per night, plus taxes. Requires submission of receipt.

SAN FRANCISCO, SAN MATEO, SANTA CLARA, AND ALAMEDA COUNTIES	Actual cost of lodging up to \$140.00 per night, plus taxes. Requires submission of receipt.
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TRANSPORTATION

Please choose the most economical method of travel. A personal car or rental car may be used in lieu of other transportation options if it is more cost effective.

Any use of a rental car requires prior authorization by the ICC Staff Manager.

AIRLINE	Contact Sacramento Travel Service (STS) at (888) 645-6437 for reservations. Please use billing code 86232. Privately arranged airline travel to and from the meeting will be reimbursed for actual costs, up to a maximum of the cost of state contracted (STS) airline travel. Southwest air flights must be arranged according to SWABIZ procedures.
PERSONAL CAR	Actual mileage to and from the meeting will be reimbursed at .50 cents per mile with the maximum allowance up to the cost of state contracted airline transportation. Your automobile license number will need to be listed on your travel claim form. Actual mileage to and from the airport will be reimbursed at .55 cents per mile.
TAXI/SHUTTLE SERVICE	Fare plus 15% tip is allowed. Requires submission of original receipt.
CAR RENTAL	Actual rental cost, with original receipt, is reimbursed with prior approval. No reimbursement will be made for the purchase of a damage waiver (collision insurance) or "PEC" (Personal Effects Coverage). Gas reimbursed with original receipt.
PARKING	Receipts are required for reimbursement of any amount over \$10.00. Airport parking can not exceed the economy, long term rate.

GENERAL TRAVEL ARRANGEMENTS

ICC travelers must arrange airline travel through the authorized agency under contract with the Department of Developmental Services. Sacramento Travel Service (STS) is the contracted travel agency for ICC travel. You may contact STS Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. at 916/974-6855 or 888/645-6437. STS will need the following information:

- Your name and fax number

- State that you are traveling under Department of Developmental Services/Interagency Coordinating Council
- Billing Code 86232
- Destination details

It is not necessary to show the airfare cost on your travel worksheet for travel arranged through STS, however you must submit your itinerary with your Travel Expense Claim.

CHILD CARE REIMBURSEMENT

ICC Members and Community Representatives who are a parent of a child with special needs may claim reasonable childcare costs for meeting attendance by submitting a signed receipt (including child's name, dates, number of hours and cost per hour) from the provider.

TRAVEL ADVANCES

Travel advances are available to ICC Members and Community Representatives by contacting the ICC Travel Secretary, Melissa Campos, at 916-654-1596. Advances may be used to secure your room deposit as well as other travel expenses. Please request a travel advance no later than two weeks prior to travel to allow time for processing and mailing of the advance to you. Travel advances must be cleared within two months of use by submitting a travel expense claim or remitting payment for the remaining balance. Following the meeting a Travel Expense Claim must be submitted to clear the advance before another advance can be issued.

SWABIZ

Effective July 1, 2006, Southwest Airlines (SWA) will no longer provide contracted fares through travel agencies. Therefore, in order to receive the state contracted fares, SWA flight reservations cannot be made through Sacramento Travel Agency and must be made online. The SWA website for making reservations is www.SWABIZ.com or call Toll Free 800/435-9792.

To make online reservations, each traveler must establish a Rapids Reward Account before a reservation can be made. The Rapid Rewards number is 214/792-4223. Contact Patric Widmann for more information at 916/654-3722.