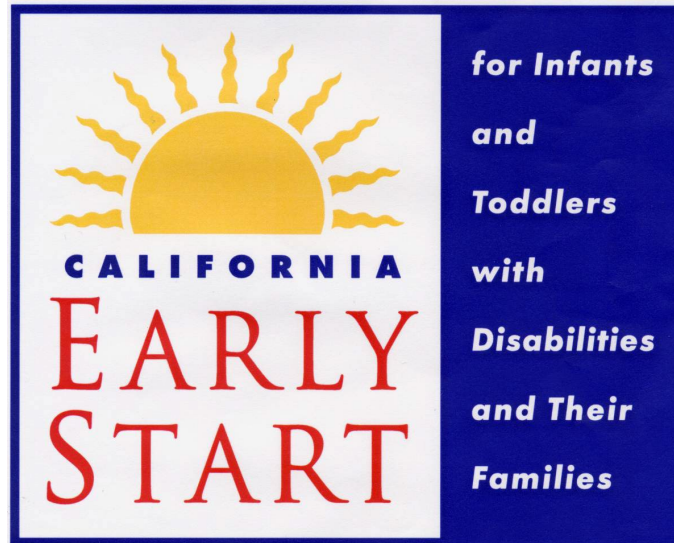


STATE INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION



Travel Policies & Procedures

***“Promoting Excellence in Early Start”
2024***

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INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION TRAVEL REIMBURSEMENT POLICIES AND PROCEDURES

TRAVEL ARRANGEMENTS

ICC Members and Community Representatives are responsible for booking their own travel through the California Travel Store (CalTravel Store). The CalTravel Store is often referred to as Concur and is the authorized Travel Management Service Provider for all State of California government travel.

The Department of Developmental Services (DDS) staff, upon receipt of your required receipts & your Travel Expense Worksheet for ICC Meetings, will process your claim through the State of California's California Automated Travel Expense Reimbursement System, also known as CalATERS system.

All ICC travel documents may be found on the DDS website [here](#).

HOW DO I BOOK MY TRAVEL?

CALTRAVEL STORE or CONCUR

All travel arrangements (airfare, hotel, commercial car rental, and rail) must be made through the CalTravel store at www.caltravelstore.com.

- Travel **not** booked through Concur may not be refundable.
 - The DDS Billing Code is **43009502-90000**. All travel arrangements should be reserved by logging in to your online CalTravel account.
 - CalTravel Agents are available 8 a.m. to 5 p.m., Monday through Friday. If you have a concern that cannot be resolved through the training videos and guides, and you determine that it is an extreme emergency, after-hours service is available at a cost to DDS, at (877) 454-8785.
- ⇒ ***Please do not book reservations with the airline, rail, car, and/or hotel directly or book via internet-based travel discount programs (such as travelocity.com, orbitz.com, etc.) as the receipts cannot be itemized.***

HOW DO I RECEIVE A USER ID & PASSWORD?

Staff in the Children, Adolescents and Young Adult Services Division will work with the DDS Accounting Office to set-up your account. Once your profile is established by the Accounting Office, you will receive an email with your User ID and a temporary password to begin booking your travel.

Once you have received your user ID and password, visit:

- <https://www.youtube.com/watch?v=3RI6BrDZ-8M> to learn how to set up your profile, book a trip, and add to an existing reservation in Concur.
- Additional Concur Travel Training Videos and Guides can be found at <https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Concur-Travel-Booking-Tool-Training-Guides>
- If you have forgotten either your User ID and/or password, please email the DDS CalATERS Help Desk at CalAtersHelp@dds.ca.gov, or call (916) 653-7969.

HOW CAN I REQUEST A TRAVEL ADVANCE?

Travel advances may be available to ICC Members and Community Representatives who foresee paying a large amount of out-of-pocket expenses.

Please submit your travel advance **no later than three weeks** prior to travel to allow processing time and mail delivery.

- ⇒ All Travel Advance requests must be submitted by completing the [ICC Travel Advance Request form](#).
- ⇒ To reconcile your travel advance, please submit a *Travel Expense Worksheet for ICC Meetings*, and if necessary, include a personal check to repay any excess advance within 30 days.
- ⇒ If you are uncertain of the amount that is due to DDS, please contact the Early Start Inbox at EarlyStart@dds.ca.gov.
- ⇒ If travel has been cancelled or postponed, please return the check and do not hold the advance for a subsequent trip. Please remit payments to the following address:

Department of Developmental Services
Early Start Policy and Operations Branch, Interagency Coordinating Council
1215 O Street, MS 7-40
Sacramento, CA 95814

- ⇒ A Travel Expense Claim must be submitted to clear the advance before another advance is issued.
- ⇒ If a travel advance is not reconciled, accounting with attempt to collect any amount owed to the department. If accounting does not receive any advances owed, then they will report this information to the state Franchise Tax Board.

WHAT ARE THE PREFERRED METHODS OF TRAVEL?

The State of California has policies and regulations regarding expenditure of state funds on travel, which include transportation, meals, and lodging. When booking your trip, it is

recommended travelers chose the most economic, efficient, and least costly method. Travelers may use a costlier form of travel; however, **reimbursement will be made only for the method or cost which is the least costly and in the best interest of the state.**

Please refer to Sections A through D for guidelines and required forms for each specific category. If in doubt about any expense(s), please contact the Early Start Inbox at EarlyStart@dds.ca.gov prior to incurring the expense(s).

The preferred methods of travel are outlined below to ensure reimbursements are in accordance with the California Department of Human Resources' Allowance and Travel Reimbursement Rates:

1. When traveling from Southern California to Sacramento, California, the preferred method is to fly. A personal vehicle or rental car may be used in lieu of other transportation options if it is more cost effective. However, before driving a personal vehicle in lieu of renting a car, please complete and submit the [Travel Comparison Matrix, \(DS2164b\)](#), in its entirety, prior to your trip to ensure the less costly mode of transportation is being used. Any use of a rental car requires prior authorization by DDS by submitting a *Rental Car Authorization* form.
2. Members and Community Representatives are not required to share a room. In the interest of receiving the correct reimbursement amount, it is preferred that each traveler book their own individual room.

If travelers choose to share a room and the hotel charges an extra person fee, DDS will only reimburse the maximum allowed per county/city, as outlined under Section C, Lodging. DDS will reimburse only the individual that incurred the expense and is listed on the invoice.

3. Members and Community Representatives are not required to Ride Share. However, before using ground transportation services such as a taxicab, Lyft, and/or Uber, travelers should compare options to ensure the most economical mode of transportation is being used.

If travelers choose to Ride Share, they must **divide the fare among each passenger and each person must obtain their own receipt as proof of payment** for a reasonably priced mode of transportation are required for each claim.

SUMMARY OF ALLOWABLE EXPENSES

See [Travel Expense Worksheet Checklist](#) and [Worksheet for ICC Meetings](#)

Travel Policies and Procedures, outlines allowances and travel reimbursement rates approved by the Department of Personnel Administration. ICC Members and Community Representatives will be reimbursed for the actual cost, up to the maximum allowance, for each meal, lodging, personal vehicle mileage, taxi, shuttle service, parking, and bridge tolls (See Sections A-D for Allowances) for each complete 24 hours of travel. Following the requirements and guidelines below will help DDS expedite your travel claim:

1. HOW DOES BILLING WORK?

ICC Members and Community Representatives may use direct billing for taxi expenses. Please refer to Section A, Transportation to obtain the DDS Billing Code and instructions.

⇒ Please note, even if using direct billing for taxi expenses, **travelers are required to compare options** to ensure the most economical mode of transportation is being used.

2. DO I SAVE RECEIPTS?

Receipts are essential when claiming reimbursement for lodging and airline/rail tickets. There are **no exceptions** to this policy. Travelers are responsible for retaining receipts and other records of expenses in the event of an audit. If a receipt is lost, state how it was lost in the Notes Section on the *Travel Expense Worksheet or ICC Meetings*. However, when claiming reimbursement for lodging, transportation, and airline/rail tickets, lost receipts statements are **not** acceptable.

3. CAN I TRAVEL IN ADVANCE OR STAY ADDITIONAL TIME AFTER THE MEETING?

- a) **State or state sponsored meetings:** Requesting travel for up to three days before the ICC meetings can be requested. **If the cost is more, then the traveler will be reimbursed at the cost that would have been incurred for the travel taken for the ICC meeting.**

NOTE: Lodging and per diem is not allowable for travel in advance or following the meeting for non-ICC meetings. Lodging for advanced travel or following the meeting **cannot** be booked in the [CalTravel Store](#). Transportation expenses are the only expense allowable in this instance.

Requesting travel in advance **must** be pre-approved by sending an email to EarlyStart@dds.ca.gov and receiving an email back from either approving the request. Documentation of the travel date comparisons **must** be submitted with the email request. **In addition, the approval must be included with your travel claim.**

- b) **When traveling the day of the meeting isn't practical:** Travel and per diem for the day prior to the ICC meetings **must** be pre-approved by sending an email to EarlyStart@dds.ca.gov and receive an email back from either approving the request. Requesting travel and per diem for the day before the meeting can be requested when arrival for the first day of the meeting is not practical. **This approval must be included with your travel claim.**

4. CAN I SHARE A ROOM WITH ANOTHER ICC MEMBERS/REPRESENTATIVES?

Travelers can share a room with another member/representative but are not required to do so. There can be only one person claiming the expense and that individual will be reimbursed for the lodging expenses.

5. WHAT DO I SUBMIT WITH MY TRAVEL CLAIM?

Travelers are required to submit a final travel itinerary with each travel claim (for airline,

rail, or car rental, which are pre-paid by DDS through the [CalTravel Store](#)) to **substantiate** expenses, not the Trip Overview. Copies of a Final Itinerary can be retrieved in one of two ways:

⇒ Confirmation email from the Department of General Services (DGS) or the CalTravel Store, which includes the actual costs charged. On this email confirmation, the last four digits of DDS' American Express Card will be listed.

OR

⇒ Select "Print My Invoice" from <http://www.caltravelstore.com/helpful-links>. (For further instructions, please refer to the Forms Section, "[How to Use Print My Invoice?](#)")

6. WHAT DETAILS SHOULD BE INCLUDED WITH MY TRAVEL CLAIM DOCUMENTS?

⇒ Receipts must show only the ICC Member or Community Representative's name claiming reimbursement. Submitted receipts must show the correct date and substantiate all travel expenses in the claim. Receipts, dates, and claimed expenses must correspond with the *Travel Expense Worksheet for ICC Meetings*. If there are receipts, small in size, label and tape them to a blank 8-1/2" x 11" piece of paper. Several receipts can be taped on one 8-1/2" x 11" piece of paper.

⇒ The *Travel Expense Worksheet for ICC Meetings* should be scanned and sent to EarlyStart@dds.ca.gov

A. TRANSPORTATION

Please choose the most economical mode of travel. Travelers may use a costlier form of transportation; however, they will only be reimbursed at the least-costly rate. In such cases, a cost-comparison must be completed to determine the least-costly rate.

The [Travel Comparison Matrix \(DS2164b\)](#) must be completed, in its entirety, when using a private vehicle in lieu of air travel, and shall be submitted with your travel claim.

For example, if you decide to drive from Los Angeles to Sacramento in lieu of flying, DDS will only reimburse for the lesser-costly mode of transportation, which may be the flight.

Reimbursement will be made only for the method/cost of transportation which is in the best interest of the State. A personal 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, in writing, by DDS and must be included with your travel claim.

<p>AIRLINE/RAIL <i>(PRE-PAID BY DDS)</i></p>	<p>Flight or rail reservations are booked using the Concur website at http://www.caltravelstore.com. Travelers should always select fares in accordance with State and DDS policy. A green "reserve" button next to the price indicates this.</p> <p>Submit a copy of the final itinerary (sample of final itinerary) from</p>
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	<p>Concur, not the Trip Overview.</p>
<p>PERSONAL VEHICLE MILEAGE</p>	<p>Due to liability, it is in the best interest of the traveler <u>and</u> the State to utilize a car rental versus a personal vehicle. If the traveler gets in an accident, or breaks down, in their own car, the traveler is responsible for getting their vehicle to a repair shop, as well as any unexpected lodging expenses incurred, and/or travel to retrieve their vehicle. A traveler may still wish to use his/her own vehicle, despite the potential liability issues.</p> <p>Before driving a personal vehicle, please thoroughly complete the <i>Travel Comparison Matrix</i>, (DS2164b), prior to your trip to ensure the less costly mode of transportation is being used. After it is determined that driving a personal vehicle is the less costly mode of transportation:</p> <p>⇒ Actual mileage to and from the meeting will be reimbursed at \$0.67 per mile with the maximum allowance up to the cost of state contracted airline transportation.</p> <p>⇒ Actual mileage to and from the airport will be reimbursed at \$0.67 per mile. Your automobile license plate number will need to be listed on your <i>Travel Expense Worksheet for ICC Meetings</i>.</p> <p>Calculate your mileage from <u>home to the airport</u> or <u>home to the meeting</u> by using www.mapquest.com, and print, and submit the directions with the mileage shown.</p>
<p>GROUND TRANSPORTATION SERVICES (LYFT, SHUTTLE SERVICE, TAXI, UBER)</p>	<p>It is <u>recommended</u> that a traveler use Lyft or Uber for travel within Sacramento. Taxicabs may be cost prohibitive, but still may be used.</p> <p>Before using ground transportation services such as Lyft, Super Shuttle, taxicabs, or Uber, travelers must compare options to ensure the most economical mode of transportation is being used. For detailed information, please refer to <i>Preferred Method of Travel, #4</i>.</p> <p>For those using taxicabs, those not using State contracted taxicab companies should be sure that their receipts are clearly marked for taxicab fare only. All taxicab receipts must include the <u>driver's name, taxicab number, phone number, and date</u>. Tips are not reimbursable and are to be paid separately and clearly delineated from the taxicab fare on the receipt.</p> <p>Travelers may use taxicabs via the following methods:</p> <p>⇒ <u>DIRECT BILLING**</u> To avoid paying out-of-pocket, travelers may bill DDS directly for taxicab expenses. On each receipt, the traveler must write the DDS Billing Code (86573), the name "Interagency Coordinating Council," and provide your signature. Only approved taxicab companies that</p>

	<p>contract with the State should be used. When the traveler calls for a taxicab, s/he should ask if the company accepts State payment.</p> <p>⇒ <u>REIMBURSEMENT</u> Receipts are required for reimbursement of any amount over \$10.00. All receipts must be submitted with your travel claim and indicate “Department paid.”</p> <p><u>Taxicabs Accepting Direct Billing</u> The following three companies accept direct billing: ⇒ Yellow Cab Company of Sacramento: (916) 444-2222 ⇒ Eddie’s Taxicab Services: (916) 761-0298 ⇒ Tim’s Cab Services: (916) 847-7922</p> <p>⇒ <u>Sharing a taxicab:</u> Travelers sharing a taxicab, to come to the ICC, should delineate one traveler to pay the taxicab fare. There can be only one person claiming the expense and that individual will be reimbursed for the taxicab fare. The receipt should indicate how many individuals shared the taxicab and state “shared taxicab for cost savings.” Travelers must compare options to ensure the most economical mode of transportation is being used, including direct billing.</p>
<p>CAR RENTAL (PRE-PAID BY DDS)</p>	<p>Due to liability, it is in the best interest of the traveler and the State to utilize a car rental versus a personal vehicle.</p> <p>Car rentals must be booked using the Concur website at http://www.caltravelstore.com. Any use of a rental car requires prior authorization, by submitting the <u>Rental Car Authorization form</u> to DDS. Submit the pink rental receipt and the approved Rental Car Authorization form with your travel claim.</p> <p>⇒ <u>Traveling together or other need for a larger vehicle:</u> If traveling together with another member/representative, and it would be more economical to rent a larger vehicle <u>or</u> the traveler has another justifiable need for a larger vehicle, the traveler must complete a <i>Short-Term Vehicle Justification Form</i>. Prior approval from DDS must be granted in order to rent a larger vehicle.</p> <p>⇒ <u>Ridesharing in a car rental:</u> The traveler renting the car should be the one to pay for any gas costs and keep the receipts. If the traveler is sharing a rental car and the other traveler pays for the gas, they will not be reimbursed for gas costs.</p>
<p>PARKING/BRIDGE</p>	<p>The least-costly parking option should be used.</p>

TOLLS	<p>Receipts are required for reimbursement of any amount over \$10.00.</p> <p>Airport parking cannot exceed the economy, long-term rate for that airport. Hotel parking cannot exceed the cost of self-parking rates. Tips for parking attendants are not reimbursable.</p> <p><i>Submit your original receipt(s).</i></p>
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B. MEALS

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 the event of an audit. No lunch or incidentals may be claimed on trips of LESS than 24 hours. When trips are less than 24 hours and there is no overnight stay, meals claimed are taxable.

Travelers may **not** claim meals provided by the state, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfast such as rolls, juice, and coffee are not considered to be meals.

MEAL REIMBURSEMENT

BREAKFAST	Up to \$13.00	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 \$15.00	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 \$26.00	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 \$5.00	May be claimed for trips over 24 hours. The term "incidental expenses" means fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. It is important to note that no other items may be claimed as incidentals.

⇒ **Travelers are reimbursed for meals upon the submission of a travel claim.**

C. LODGING

Travel must be 50 miles or more from home to claim lodging expense. The *Establishment of Headquarters* form determines appropriate reimbursement or travel expenses incurred related to the Interagency Coordinating Council and is defined as a place from which you leave and/or return upon completion of ICC business travel.

Original receipts with a zero balance are required to substantiate actual lodging expenses. Original receipt(s) must also show only the ICC Member or Community Representative's name.

Travel and per diem for the day prior to the ICC meetings must be pre-approved by sending an email to EarlyStart@dds.ca.gov. Requesting travel and per diem the day before the meeting can be requested when arrival on the first day of the meeting is not practical. This approval must be included with your travel claim.

⇒ Travelers are reimbursed for lodging upon the submission of a travel claim.

STATE LODGING RATES

All Counties/Cities located in California (except as noted below):	Actual lodging expense, supported by a receipt, up to \$107 per night, plus tax.
Alameda	Actual lodging expense, supported by a receipt, up to \$189 per night, plus tax.
City of Santa Monica	Actual lodging expense, supported by a receipt, up to \$270 per night, plus tax.
Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica	Actual lodging expense, supported by a receipt, up to \$169 per night, plus tax.
Marin	Actual lodging expense, supported by a receipt, up to \$166 per night, plus tax.
Monterey	Actual lodging expense, supported by a receipt, up to \$184 per night, plus tax.
Napa	Actual lodging expense, supported by a receipt, up to \$195 per night, plus tax.
Riverside	Actual lodging expense, supported by a receipt, up to \$142 per night, plus tax.
Sacramento	Actual lodging expense, supported by a receipt, up to \$145 per night, plus tax.
San Diego	Actual lodging expense, supported by a receipt, up to \$194 per night, plus tax.
San Francisco	Actual lodging expense, supported by a receipt, up to \$270 per night, plus tax.
San Mateo	Actual lodging expense, supported by a receipt, up to \$222 per night, plus tax.
Santa Clara	Actual lodging expense, supported by a receipt, up to \$245 per night, plus tax.

DDS recommends that travelers reserve their hotel **at least three weeks in advance** to ensure that state lodging rates are honored. If lodging costs are in excess of the allowable State rates listed above when booking a hotel via Concur, please do the following:

EXCESS LODGING

1. Book your reservation via Concur with the higher rate and contact the hotel **directly** to seek an adjustment at the state rate.

2. If hotel personnel are unable to apply the state rate, please contact the DDS CalATERS help desk at CalAtersHelp@dds.ca.gov or (916) 653-7969, who will, in turn, contact Concur staff.
3. If DDS Accounting staff are not able to secure the state rate, an **[Excess Lodging Rate/Request Approval form \(STD 255C\)](#)** (Appendix B) must be completed and submitted by the traveler and be approved by DDS staff prior to the trip taking place.

The traveler is responsible for submitting the form including a justification for the higher rate and submit documentation from three (3) contacted lodging establishments (e.g., a print-out of room rates and availability for the date(s) of travel). The three quotes can be completed and printed **via** the CalTravel store.

- a. Submit your Excess Lodging Rate/Request Approval form, along with the documentation noted above to DDS.
- b. The form will be reviewed and signed by DDS Part C Community Engagement Section staff and routed to our Administration Division for approval.
Without CalHR's approval prior to traveling, anyone having lodging costs over the allowable room rate per night, plus tax, will not be reimbursed beyond the maximum.
- c. DDS Part C Community Engagement Section staff will provide the traveler with a copy of the approved STD 255C which must be submitted, along with the lodging comparisons with their travel claim, following travel.

[Click here for a sample of an Excess Lodging Rate/Request Packet for DDS Approval.](#)

As CalHR requires a minimum of 10 days advance notice, please submit a [STD 255C](#) at least two weeks in advance of the trip. No request will be considered after the date of travel.

APPROVED FORM

- ⇒ Once the *Excess Lodging Rate/Request* form is approved by DDS, a program staff person will forward a complete copy of the packet to you via email.
- ⇒ This approved copy must be included with your travel claim.
- ⇒ Travelers are responsible for paying the standard room rate per night, plus tax, as well as the excess, in advance.
- ⇒ Travelers will be reimbursed once the travel claim is submitted and approved.

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- ⇒ Fill out the [Hotel/Motel Transient Tax Waiver \(STD 236\)](#) to get your Hotel/Motel Transient Occupancy Tax waived.

⇒ Please note that not all hotel/motel operators will honor this form as they are not mandated to do so.

DOWNTOWN SACRAMENTO HOTELS AND SURROUNDING AREA

There are many hotel options available in the area. The list below includes a few options:

Holiday Inn Sacramento Downtown-Arena
300 J Street
Sacramento, CA 95814
(916) 446-0100

Fairfield Inn Sacramento Cal Expo
1780 Tribute Road
Sacramento, CA 95815
(916) 920-5300

Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815
(916) 922-4700

Larkspur Landing
555 Howe Avenue
Sacramento, CA 95825
(916) 646-1212

Hampton Inn & Suites Sacramento-Cal Expo
2230 Auburn Boulevard
Sacramento, CA 95821
916-927-2222

**Be sure to check the CalTravel Store to see if the State rate is available*

D. CHILDCARE REIMBURSEMENT

ICC Members, who are a parent of a child with special needs, may claim reasonable childcare costs for meeting attendance by submitting the *Childcare Reimbursement Receipt*. Include the child's name, dates of care, name and an original signature from the provider, number of hours, cost per hour, and total cost of care.

Childcare for out-of-state travel must be pre-approved, in writing, by DDS and included with your travel claim.

Travelers are reimbursed for childcare expenses upon submission of a travel claim.

TRAVEL CLAIM PROCESSING

- ⇒ The Department asks that you try to submit your travel claims no later than 30 days after each meeting, *effective June 1, 2016*.
- ⇒ Upon receipt of an ICC Member or Community Representative's travel claim, the Department of Developmental Services' (DDS) Part C Community Engagement Section staff review documentation to ensure all expenses are substantiated and input information into an automated reimbursement system on their behalf. If supplemental information is needed, please submit within 14 days.
- ⇒ Once the claim is approved and routed electronically to the DDS Accounting office, the Accounting office performs an in-depth review. Once the claim is approved, it is sent electronically to the State Controller's Office.
- ⇒ The State Controller's Office performs a final review, prepares the claim for payment, and sends the reimbursement check, via U.S. mail, to the ICC Member or Community Representative. DDS staff will forward a copy of a system generated email from CalATERS Global once the payment has entered the payment process. Once you receive this email, your check should arrive within **ten** business days.
- ⇒ Please note that your check will not include a reference to the ICC.
- ⇒ If your mailing address has changed, please notify the Department of Developmental Services at EarlyStart@dds.ca.gov to avoid delays in receiving your reimbursement check.