

Helpful Travel Links

[Human Resources Manual – CalHR](#)

Authorities

- [Bargaining Contracts - MOUs](#)
- [California Code of Regulations, title 2, sections 599.615 to 599.638.1 - Traveling Expenses](#)
- [California Code of Regulations, title 2, sections 599.714 to 599.724.1 - Moving and Relocation Expenses](#)
- [Executive Order B-06-11](#)
- [Executive Order B-5-11](#)
- [Government Code section 18502 - Purpose](#)
- [Government Code sections 11030 to 11033.5 - Traveling Expenses](#)
- [Government Code section 19822.4 - Claims for Reimbursement](#)
- [Government Code section 11139.8 - Discrimination](#)
- [Government Code section 19841 - Miscellaneous Compensation](#)
- [Government Code section 19842 - Miscellaneous Compensation](#)
- [Government Code section 19820 - Claims for Reimbursement](#)
- [Government Code section 19815.4 - General](#)

Resources

Forms

- [Excess Lodging Requests Annual Report Template](#): Excess Lodging Requests Annual Report Template
- [STD 236](#): Hotel/Motel Transient Occupancy Tax Waiver
- [STD 255](#): Moving Service Authorization (Employee Household Goods)
- [STD 255A](#): Moving Service Authorization/Bid Proposal - Mobile Home
- [STD 255C](#): Excess Lodging Rate Request
- [STD 256](#): Moving/Relocation Expense Approval Request
- [STD 257](#): Out-of-State Travel Approval Request Approval
- [STD 257C](#): Out-of-State Travel Request (Trip Description)
- [STD 260](#): Blanket Approval for Out-of-State Travel
- [STD 261](#): Authorization to Use Privately Owned Vehicles on State Business
- [STD 262](#): Travel Expense Claim
- [STD 265](#): Insurance Verification & Authorization to Operate Privately Owned/Rented/Leased Aircraft on State Business

PML

- [PML 1986-000-MM-001](#): PML 1986-000-MM-001 - 7/17/1986 - Travel Expenses of Non-State. Employees
- [PML 1988-023](#): PML 1988-023 - 9/21/1988 - Diem Allowances For the European Continent and England
- [PML 1993-028](#): PML 1993-028 - 4/29/1993 - Delegations of Authority - Travel Program
- [PML 1993-062](#): PML 1993-062 - 8/31/1993 - Headquarters Determinations For Members of Statutorily Established Boards and Commissions for Travel Expense Purposes
- [PML 2003-026](#): PML 2003-026 – 08/01/2003 – Travel and Relocation Reimbursements – Lodging Receipts
- [PML 2005-021](#): PML 2005-021 - 7/8/2005 - Travel and Relocation Reimbursements -- Third Party Vendor
- [PML 2006-013](#): PML 2006-013 - 4/6/2006 - Travel/Relocation - Delegation of Excess Lodging Rate Requests
- [PML 2007-024](#): PML 2007-024 - 9/7/2007 - Travel/Relocation Programs – Airport Parking Expenses
- [PML 2009-018](#): PML 2009-018 - 4/1/2009 - Travel Programs - Verification & Posting of Travel Expenses
- [PML 2011-043](#): PML 2011-043 - 11/21/2011 - Travel – Excess Lodging Rate Request form (STD 255C) Revision-Reminder of Reporting Requirements

- [PML 2011-044](#): PML 2011-044 - 11/21/2011 - Travel Programs – Verification of Travel Expenses
- [PML 2013-044](#): PML 2013-044 - 12/19/2013 - Travel – Excess Lodging Rate Request form (STD 255C) Revision/Reminder of Reporting Requirements
- [PML 2015-039](#): PML 2015-039 - 12/29/2015 - Travel/Relocation Programs – AB 229 Travel Reimbursement: (Transportation Network Company or Short-Term Rental)
- [PML 2016-010](#): Travel/Relocation Programs – Business, Travel, and Relocation Policy and Reimbursements for Employees in BU 2, 7, 9, and all Excluded Employees
- [PML 2016-020](#): PML 2016-020 - 7/27/2016 - Travel/Relocation Programs – Travel Reimbursement Rate Increases for Excluded Employees
- [PML 2016-031](#): PML 2016-031 - 11/18/2018 - Travel/Relocation Programs - AB 1887 - Out-of-State Travel Policy

Related Policies

- [2202](#): Mileage Reimbursement
- [2203](#): Allowances and Travel Reimbursements

Web Pages

- [Appendix B of Chapter 301-Federal Travel Regulation](#): Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance
- [CalATERS](#): California Automated Travel Expense Reimbursement System
- [Department of Finance Budget Letter 20-05](#): Out-of-State Travel Requests—Approval by the Governor's Office
- [Department of General Services Management Memo 14-03](#): State Travel Booking Through CalTravelStore or Concur Travel
- [Department of General Services Travel Bulletin 16-01](#): Exception to Management Memo 14-03 for Short-Term Rental Services
- [Foreign Per Diem Rates](#): Maximum rates of per diem allowances for travel in foreign areas
- [Office of the Attorney General](#): Prohibition on State-Funded and State-Sponsored Travel to States with Discriminatory Laws (Assembly Bill No. 1887)
- [Payroll Procedures Manual](#): State Controller's Office PPM
- [Per Diem Rates](#): U.S. Department of State Daily Breakdown of the Per Diem Rates
- [Relocation Reimbursements](#): Relocation Reimbursements
- [State Controller's Office Payroll Letter 18-003](#): Suspension of Moving Expense and Repeal of Bicycle Commuting Reimbursement Exclusions from Taxable Wages
- [State Controller's Office Payroll Letter 18-015](#): Addendum to Suspension of Moving Expense Exclusion from Taxable Wages
- [State Controller's Office Payroll Letter 18-021](#): Addendum to Suspension of Moving Expense Exclusion from Taxable Wages Update
- [State Controller's Office Payroll Letter 19-004](#): New Expense Types Available in CalATERS Global
- [State Controller's Office Payroll Procedures Manual](#): section N 145 –Meals and Lodging – Travel (includes short-term rental information)
- [Statewide Travel Program](#): Department of General Services State Travel Portal
- [Travel Reimbursements](#): Travel Reimbursements
- [Vehicle Code section 231 - Bicycle \(Definition\)](#): Vehicle Code section 231 - Bicycle (Definition)
- [Vehicle Code section 312.5 - Electric Bicycles \(Definitions\)](#): Vehicle Code section 312.5 - Electric Bicycles (Definitions)
- [Vehicle Code section 407.5 - Motorized Scooter \(Definitions\)](#): Vehicle Code section 407.5 - Motorized Scooter (Definitions)