Statewide Travel Program Resource Guide

Travel Rules, Policies, Authorities, etc.

* [Department of General Services Management Memo 14-03](https://www.documents.dgs.ca.gov/osp/sam/mmemos/MM14_03.pdf): Requirement to book all business travel through CalTravelStore or via Concur booking tool.
* [Department of General Services Management Memo 21-07](https://www.dgs.ca.gov/-/media/Divisions/SAM/Memos/MM21-07.pdf?la=en&hash=DF2F38DD12E446F9C33307F3CD8CBD1367DC2B47): Airfare reservation requirements for Executive Branch agencies
* [State Administrative Manual (SAM)](https://www.dgs.ca.gov/Resources/SAM/TOC/700) : The 700 section of SAM references various statewide travel policies.
* [CalHR Human Resources Manual](http://hrmanual.calhr.ca.gov/Home/IndexOfPolicy): HR Manual sections [2201 – Travel and Relocation Policy](http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2201), [2202 – Mileage Reimbursement](http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2202), and [2203 – Allowances and Travel Reimbursements](http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203) provide information about state business travel, including links to authorities and resources.
* [Bargaining Contracts - MOUs](https://www.calhr.ca.gov/state-hr-professionals/pages/bargaining-contracts.aspx): Each MOU addresses travel policies and procedures.
* [Budget Letter 22-04-](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:e3188a59-6d3d-3c52-aeaf-fd7afcc729ad)Approval by the Governor’s Office Required for Out of State Travel
* [Government Code section 11139.8 –](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=11139.8&lawCode=GOV) Discrimination and State Business Travel
* [California Code of Regulations, title 2, sections 599.615 to 599.638.1 –](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I7C2E1BB13F6911E491EBAA048997792B&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)) Traveling Expenses
* [Government Code sections 11030 to 11033.5 –](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=3.&title=2.&part=1.&chapter=1.&article=3.) Traveling Expenses
* [California Code of Regulations, title 2, sections 599.714 to 599.724.1 –](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I8C2A35D03F6911E491EBAA048997792B&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)) Moving and Relocation Expenses
* [Understanding the Basics of Public Funds and Why It Matters When Purchasing Travel](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:08172e51-94ae-3036-ae5c-da51bd21ca8c): Use of public resources and gift laws
* [Government Code section 8547.2](https://cadgs-my.sharepoint.com/personal/valerie_mattos_dgs_ca_gov/Documents/Desktop/Newsletter/Newsletters%20by%20Valerie)- Provides that economically wasteful activity constitutes an improper governmental activity. Travel booked out of compliance with state policy and law constitutes waste.
* [Executive Order N-6-22](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:a1c4060e-ce0c-3e1d-96c0-93012817e442): Business with Russia

Forms

* [Excess Lodging Requests Annual Report Template](https://www.calhr.ca.gov/Documents/Delegated-Excess-Lodging-Rate-Requests-Annual-Report-Template.xlsx): Excess Lodging Requests Annual Report Template
* [STD 236](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std236.pdf): Hotel/Motel Transient Occupancy Tax Waiver
* [STD 255](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std255.pdf): Moving Service Authorization (Employee Household Goods)
* [STD 255A](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std255A.pdf): Moving Service Authorization/Bid Proposal - Mobile Home
* [STD 255C](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std255C.pdf): Excess Lodging Rate Request
* [STD 256](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std256.pdf): Moving/Relocation Expense Approval Request
* [STD 257](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std257.pdf): Out-of-State Travel Approval Request Approval
* [STD 257C](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std257C.pdf): Out-of-State Travel Request (Trip Description)
* [STD 260](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std260.pdf): Blanket Approval for Out-of-State Travel
* [STD 261](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std261.pdf): Authorization to Use Privately Owned Vehicles on State Business
* [STD 262](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std262.pdf): Travel Expense Claim
* [STD 265](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std265.pdf): Insurance Verification & Authorization to Operate Privately Owned/Rented/Leased Aircraft on State Business
* [OFAM 100](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Statewide-Travel-Program/Forms/Miscellaneous/ADA-Program-changes-pdf/OFAM100-short-term-vehicle-justifcation-Rev-102021.pdf): Short-term Vehicle Justification form. Required if renting a vehicle larger than an intermediate vehicle.
* Specialty Vehicle Reservation Form: Use this form to request specialty vehicles, such as cargo vans, box trucks, transport vans, large SUV’s, etc.

Additional Helpful Resources

* [Statewide Travel Program](https://www.dgs.ca.gov/OFAM/Travel):  Assists government travelers' needs by obtaining the most economical rates and fares available using contracted travel-related services.
* [Statewide Travel Program FAQ's](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/FAQ):  Answers to the most frequently asked questions the Statewide Travel Program receives regarding business travel.
* [Statewide Travel Program Contact List](https://www.dgs.ca.gov/OFAM/Travel/Contact): Contact information for STP employees.
* [Caltravelstore](https://www.caltravelstore.com/): The only authorized Travel Management Service (TMS) provider for all State of California business travel.
* [Caltravelstore Contact List](https://www.caltravelstore.com/caltravelstore): Contact information for CTS employees. Travel agents are available 24/7.
* [Concur](https://www.concursolutions.com/):  The launch pad and booking tool for all state business travel.
* [Concur Training Resources](https://www.concursolutions.com/):  Various training resources to train employees on how to use the Concur booking tool.
* [Grasp](https://www.grasptech.com/):  Travel management data and analytics tool to audit department business travel. Department travel liaisons may email statewidetravelprogram@dgs.ca.gov to request Grasp training.
* [Print My Invoice](https://www.caltravelstore.com/sites/default/files/How%20to%20Use%20Print%20My%20Invoice%20Instructions.docx): Instructions on how to use the “Print My Invoice” feature in Concur.
* [Virtual Payment and Virtual Card Number (VCN) Resources](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Virtual-Payment-and-Virtual-Card-Number-VCN-Resources): Information and training resources regarding virtual payments for direct billing of hotels.
* [Travel Management System Resources](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Travel-Management-System-Resources): Information on the State’s managed travel program, Concur, CalTravelStore, transaction fees, Grasp reporting guides, etc.
* [Ridesharing and Transportation Network Company Resources](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Ground-Transportaion): Information and guidance on utilizing rideshare services while traveling on State business.
* [Airfare and Airline Resources](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Airfare-Resources-for-Government-Travel): General information regarding business travel and airfare.
* [Rental Car Resources](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Car-Rental-Resources): General information regarding business travel and rental cars
* [Enterprise Rent-A-Car Short Term Rates](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Statewide-Travel-Program/Resources/Car-Rental/2021-Local-Govt-Short-Term-Rates.pdf?la=en&hash=7AD2005E43F6568A7B68A9D6C5F37922597B761E): State of CA daily and weekly rates for rental cars.
* [Enterprise Rent-A-Car Long Term Rates](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Statewide-Travel-Program/Resources/Car-Rental/2021-Local-Govt-Long-Term-Rates.pdf?la=en&hash=CDBECB8BC7E5875CB90596C5D46AE8F8983E209A): State of CA monthly rates for rental cars.
* [Renting A Long-Term Vehicle:](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Car-Rental-Resources#accordion-c6959202-20c3-436f-aced-d289f466df20) Instructions for renting a long-term vehicle for State business.
* [Renting A Short Term Vehicle:](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Car-Rental-Resources#accordion-246edebf-8c4a-4d8e-a9de-6103735f53d6): Instructions for renting a short-term vehicle for State business.
* [Paying Tolls:](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Car-Rental-Resources) Instructions for paying tolls when traveling on State business.
* [Cost Comparison Calculator](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=046&mcid=DBCA): Assists travelers in determining whether renting a vehicle or using a personal car is the most cost-effective method of transportation
* [Motor Vehicle Accident Procedures](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Statewide-Travel-Program/Resources/Travel-Coordinator/Motor-Vehicle-Accident-Procedures.pdf?la=en&hash=3A04B8F830FC9FCEF59AEE626510BCEF771AABE9): Procedures for state employees involved in vehicle accidents.
* [CalATERS](http://www.sco.ca.gov/calaters.html): California Automated Travel Expense Reimbursement System
* [Payroll Procedures Manual](http://www.sco.ca.gov/ppsd_ppm.html): State Controller's Office PPM
* [Relocation Reimbursements](https://www.calhr.ca.gov/employees/Pages/relocation-reimbursements.aspx): Relocation Reimbursements
* [Travel and Accident Insurance](https://www.calhr.ca.gov/employees/Pages/travel-insurance.aspx): Information regarding travel and accident insurance for excluded employees.
* [Citibank Payment Instructions for Rebates:](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:82bda327-4a1e-3097-8cf2-bcabdb974795) For Travel Managers Only
* [Report Vehicle Accident Involving State Employees](https://www.dgs.ca.gov/ORIM/Services/Page-Content/Office-of-Risk-and-Insurance-Management-Services-List-Folder/Report-a-Vehicle-Accident): Office of Risk and Insurance Management’s procedures and forms to report vehicle accidents in state vehicles, rental vehicles, and privately owned vehicles.