



**DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL MANAGEMENT PROGRAM
TRAVEL BULLETIN**

Travel Bulletin: #16-01

Effective Date: January 1, 2016

Expiration Date: December 31 2018

SUBJECT: Exception to Management Memo 14-03 for Short-Term Rental Services

REFERENCE: PML 2015-039, Issued December 29, 2015

Purpose

This Travel Bulletin is to alert all Travel Coordinators, Accounting Officers and Travelers, that the Department of Human Resources (CalHR) has released a PML to provide guidance on the provisions of Assembly Bill 229 (AB 229) (State Employees: Travel Reimbursement).

Policy

AB 229 stipulates that state agencies cannot prohibit state employees from using Transportation Network Companies (such as Uber and Lyft) or Short-Term Rental Services (such as Airbnb). The bill requires a state agency to reimburse the actual and necessary expenses consistent with the agency's standard reimbursement policies.

[PML 2015-039 AB 229](#)

Exception to Management Memo 14-03

At this time, Short-Term Rental services are only available using the proprietary applications of the servicing companies. As such, reservations for these services are an exception to Management Memo (MM) 14-03 which directs all travel to be booked through the Statewide Travel Program using the state's contracted travel agency, CalTravelStore, or the online booking tool, Concur. This exception was established as policy through the State Administrative Manual (SAM) Section 4117. [MM 14-03 SAM 4117](#)

Expiration

AB 229 is scheduled to sunset on December 31, 2018, at which time policies will revert to original language.

Statewide Travel Program Contact Information

If you have questions or need assistance with the information provided in the Travel Bulletin, please contact:

Statewide Travel Program

Phone: (916) 376-3974

Email: statedetravelprogram@dgs.ca.gov

CalHR Contact Information

If you have questions or need assistance with the information provided in the PML 2015-039, please contact:

Ray Asbell, Program Manager

CalHR Benefits and Training Division

Phone: (916) 324-0526; Fax: (916) 324-3213

Email: raymond.asbell@calhr.ca.gov