

Department of General Services (DGS) Small Business Advisory Council (SBAC) Travel and Reimbursement Procedures

Purpose

The purpose of this process is to provide the SBAC members and alternates with procedures for making travel arrangements to attend the DGS SBAC quarterly meetings and to get reimbursed by DGS for those travel expenses.

Members/alternates who wish to book travel must have:

- A current SBAC Application on file
 - A signed Oath of Allegiance on file
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Procedures

SBAC members are required to RSVP to attend the SBAC quarterly general member meeting in person for DGS to pay or reimburse for travel to and from the meeting.

SBAC members will reserve air travel arrangements through Concur. SBAC members **must** provide or confirm the following information with DGS to be setup with a Concur account.

- First Name
- Last Name
- Business Phone Number
- Business Email Address
- Business Address

All flights, and rental cars if also reserved alongside flights, must be scheduled through Concur *at least two weeks* before the meeting. When booking a flight and rental car through Concur, DGS pays for the flight and rental car.

SBAC members will pay for all other travel expenses, such as parking, taxi, Uber, Lyft, etc. and will be reimbursed by DGS.

DGS will not reimburse for overnight hotel stays.

Travel will only be reimbursed for either the primary member or alternate member for each meeting.

Members shall comply with the state's per diem, mileage rate, meals, parking, car rental, taxi, Uber and Lyft for all SBAC related travel listed here:

<https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

DGS will only cover flights for members traveling over 175 miles.

Booked flights should be economy class using the Southwest Airlines, “Wanna Get Away” class.

If the cost of travel from the member’s home/work to the nearest commercial airport/train or bus station and the cost of a regularly scheduled economy-class flight or train to the SBAC meeting would be less than the cost of private car use from the member’s home/work to the SBAC meeting, the member will be reimbursed only up to the equivalent mileage rate for personal vehicle usage to/from that airport and cost of an economy class flight/train. This applies even if the SBAC member used a different method of transportation to attend the meeting.

Members must submit a Travel Expense Claim (TEC) form to the designated Outreach staff within 30 days of attending the SBAC meeting to be reimbursed for travel expenses. Members will work with a designated member of Outreach to provide an updated [Payee Data Record](#), receipts and any other necessary documents for all reimbursement to ensure timely submittal.

The TEC must be sent to DGSSBCouncil@dgs.ca.gov with an original signature and must be dated with all original receipts for transportation, including rental car, taxi, shuttle, Uber, parking, and flight itinerary issued by Concur/CalTravel.

Payment

TEC checks will be mailed to SBAC members upon receipt.

- A designated member of Outreach will send an email to the SBAC member notifying them the check has been mailed.
- Payments can take from 30 – 45 days to process. Please send your questions to DGSSBCouncil@dgs.ca.gov.