

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

Purpose The purpose of this process is to provide the DGS SBAC members and alternates with procedures for travel and reimbursements to attend the DGS SBAC quarterly meetings.

Members/alternates who wish to book travel must have:

- A current SBAC Application on file
- A signed Oath of Allegiance on file
- A current Vendor Data Record on file

Procedures SBAC members are required to RSVP for the meeting and contact the CalTravel Store to make flight reservations at least two weeks prior to travel by calling (916) 376-3989 or (877) 454-8785.

- All flights must be coordinated through the CalTravel Store. (No payment is required to book your flight).
- Travel will only be reimbursed for either the member or alternate 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. (Current travel rates will be posted on the SBAC website).
- DGS will not reimburse for overnight hotel stays.
- DGS will only cover flights for members traveling over 175 miles.
- Members/alternates must submit a DGS travel expense claim (TEC) form to the designated Outreach staff within 30 days of attending the SBAC meeting. Members/alternates will work with a designated member of Outreach to provide an updated Vendor Data Record, receipts and any other necessary documents for all reimbursement to ensure timely submittal.
- The TEC needs to be mailed to with an original signature and must be dated with all original receipts for transportation to include: rental car, taxi, shuttle, Uber and Lyft, parking, and flight itinerary issued by the CalTravel.

Mailing address: Department of General Service, 707 3rd Street, 2nd Floor, West Sacramento, 95605, Attn: Outreach Section

Payment TEC checks will be mailed to SBAC Members/alternates upon receipt.

- A designated member of Outreach will send an email to the SBAC Member/alternate 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