

SCDD Travel Policy

Current Travel Policy

- New policy is intended to update current State rules and make clear standards and expectations for travel and reimbursements.



Travel Requests

- Submitted via email to Travel Coordinator at travelclaims@scdd.ca.gov
- Travel requests are to be submitted no less than 14 days prior to the date of the meeting.



Wanna Get Away Fares & Flight Change Requests

- SCDD is required to use “Wanna Get Away” fares whenever possible.
 - Non-refundable and costly to change.
- Flight change requests are limited to emergency situations only.
 - Possible Emergencies: illness, injury, or other serious and urgent personal matters
- Standby travel requires an upgrade to the Anytime Fare, and additional fees.



Hotel Reservations

- Travelers to Sacramento residing outside a 50 mile radius of Sacramento may request hotel accommodations.
- Hotel requests must be submitted to the Travel Coordinator at least 7 days prior to travel.
- If you require reasonable accommodations, please include details in your request.



Room Cancellations

- Traveler must notify the Travel Coordinator at least 24 hours in advance if a cancellation is needed.
- Cancellations after business hours:
 - Traveler must contact the hotel directly to cancel and get a confirmation number for the cancellation.
 - Traveler must also email the Travel Coordinator to inform them of the cancellation.



Room Cancellations (cont.)

Failure to do so, will result in the following actions:

- 1st Occurrence – Traveler will receive a written warning via email.
- 2nd Occurrence – Traveler will receive a formal warning letter from SCDD, and will be responsible for any charges incurred.
- 3rd Occurrence – Traveler will lose SCDD travel booking privileges for 6 months, and will be responsible for reserving their own hotel rooms and seeking reimbursement after. In addition, the traveler will be responsible for any charges incurred due to the cancellation.

CANCELLED

Transportation

- Reimbursement for transportation expenses will only be for the method of transportation that is in the best interest of the state considering both direct expense and the traveler's time.
- When traveler chooses a method of transportation that is not considered to be in the best interest of the State, reimbursement will be at the rate of the least expensive option.



Airport Parking

- Parking will be reimbursed at the Economy rate



Third Party Flight and Lodging Vendors

- All reservations must be made through the SCDD travel Coordinator
- Expedia.com, Travelocity.com, etc., shall not be used



Meals & Incidentals

Meal	Trip Begins	Trip Ends	Reimbursement Rate
Breakfast	At or before 6am	At or after 8am	\$7.00
Lunch	At or before 11am	At or after 2pm	\$11.00
Dinner	At or before 5pm	At or after 7pm	\$23.00

- Travelers receive \$5.00 reimbursement for incidentals for each 24-hours of travel

Rental Vehicles

- Rental cars are generally not used and only authorized on a case by case basis.
- Require approval from Executive Director or designee.



Mileage Reimbursement

- Travelers may seek reimbursement for mileages when using their personal vehicle to conduct Council business.
- Effective January 1, 2018, mileage reimbursement rates are \$0.545 per mile.



Submitting Reimbursements

- All travelers shall submit their Travel Expense Claim (TEC) forms and supporting documents no later than 30 days after travel.
- TECs that are incomplete will be returned so be sure to complete all information on your form
 - Original receipts must be submitted with your TEC.
 - Receipts that are not on 8½ by 11 paper, must be taped to a standard piece of paper.



Accessibility

- It is the policy of the SCDD to make reasonable accommodation for a known disability of a traveler performing duties on behalf of the SCDD, unless making that accommodation would create an undue hardship.
- Reasonable accommodations needed to fill out travel claim forms and/or prepare supporting documentation are available to travelers upon request by contacting the Travel Coordinator at (916) 322-8481.

Important Reminders

- Submit travel requests no less than 14 days prior to meeting date.
- Wanna Get Away fares are non-refundable.
- Traveler is responsible for cancelling hotel reservation.
- Submit receipts with Travel Expense Claim no later than 30 days after travel.



Questions regarding Travel

- Contact SCDD Travel Coordinator
 - (916) 322-8481
 - travelclaims@scdd.ca.gov





Questions?

Motion

- Adopt the Travel Policy