

State Council on Developmental Disabilities

Travel Policy and
Procedure



Current Travel Policy

Policy training is intended to clarify standards and expectations for travel arrangements and reimbursements.

Travel Requests

- Travel requests are to be submitted at least 30 days prior to the date of the meeting.
- All travel request must be sent to travelclaims@scdd.ca.gov
- Travel arrangements must be processed through the state system. Third party vendors like Expedia and Travelocity shall not be used.

Wanna Get Away Fares & Flight Change Requests

- SCDD is required to use Southwest Airlines “Wanna Get Away” fares whenever possible, which are 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
- Travel requests must include your preferred flight times, along with 2 back-up options in case your first choice isn't available.

Hotel Reservations

- Travelers residing outside a 50 mile radius of Sacramento may request hotel accommodations.
- SCDD reserves a room block for Council meetings
- 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.



Transportation

Reimbursement for transportation expenses will be for the method of transportation that is in the best interest of the state considering both cost and the traveler's time.

Airport Parking

Parking will be
reimbursed at the
Economy rate



Meals & Incidentals

Meal	Trip Begins	Trip Ends	Reimbursement Rate
Breakfast	At or before 6am	At or after 9am	\$7.00
Lunch	At or before 11am	At or after 2pm	\$11.00
Dinner	At or before 5pm	At or after 7pm	\$23.00

Incidentals: travelers receive \$5.00 reimbursement for incidentals for each 24-hours of travel

Mileage Reimbursement

- Travelers may seek reimbursement for mileage when using their personal vehicle to attend meetings.
- Effective January 2023, mileage reimbursement rates are \$0.65 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
 - Receipts (digital or original) must be submitted with your TEC.
 - Parking
 - Ground transportation (taxis, Uber, Lyft, etc.)



Important Reminders

- Submit travel requests 30 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 about the Travel Policy?



How to Complete a TEC Form





- Members are required to complete a TEC (Travel Expense Claim) Form following every trip.
- Submit forms with all original receipts via mail to SCDD HQ at 3831 North Freeway Blvd #125, Sacramento, CA 95834 or email to travelclaims@scdd.ca.gov
- It is important to keep receipts over \$10 (except meals). Lost receipts can only be reimbursed for up to \$10.



Travel Expense Cover Sheet (TEC)

Fill out the TEC Cover Sheet

1. Fill in personal contact information
2. Fill in meeting date(s) and details
3. Fill in travel details: cost, miles, etc.
4. Add any notes of extra details
5. Attach all receipts and itineraries

Traveler Name 	Name Email Address Address: City, State, Zip	
Meeting Dates and Information 	Meeting Date(s) Time Left/Time Return Meeting Name Meeting Location	
Receipt Information (attach all receipts and itineraries) 	Hotel Plane Rental Car Parking <i>If personal vehicle used:</i> Mileage Vehicle License Number Shuttle/Taxi/Bus Trip Name Details:	
Notes: 		

What's Next...

- TEC's are entered and submitted into the CalATERS system within 7 to 10 business days from receipt.
- Once submitted, the TEC goes through two levels of approval before being sent to the State Controllers Office for processing and check release. The approval process takes 2 to 4 business days.
- Once received, the State Controllers Office takes 5 to 7 business days to issue the check to the address on file.
- The average time to receive a check once your TEC is received is 4 to 6 weeks.

First Time Requestors

- First time travelers are required to complete a Payee Data Record (STD 204) in order to register them into the CalATERS system.
- Once received, a registration request is submitted to the State Controller's Office within 3 business days.

Questions about Travel Expense Claims?

