

Definitions Expense Types

Users will be asked to identify the type of expenses for which they are requesting an Expense Reimbursement. To facilitate the user, a drop down menu will list the expenses available for the Claim Type and Trip Type selected. The Expense Types available are in accordance with applicable State rules and qualification under bargaining unit contracts.

Claim Type Trip Type

IST	In – State Travel	RT	Regular Travel	OST	Out of State Travel
LTA	Long – Term Assgnmt	OCT	Out of Country Travel	SSCC	State Sponsored Conference / Convention
NTEO	Non-Travel Expenses	NSSC	Non-State Sponsored Conference/Convention	NT	Non - Travel

Expense Type	Description	Claim Type	Trip Type
Aircraft Rental	The cost incurred from aircraft rental may be reimbursed when it is rented from a commercial vendor.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Auto Rental	The cost incurred from automobile rental may be reimbursed when it is rented from a commercial vendor. NOTE: Only reimbursed at contract rate	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Breakfast	Breakfast expenses may be reimbursed when it occurs while traveling on behalf of the State.	IST OST	RT SSCC NSSCC
Breakfast, Business	Business related breakfast expenses may be reimbursed when it is necessary to conduct State business during the meal.	IST OST OCT NTEO	RT LTA NT
Bridge Tolls	The cost incurred from crossing a bridge while traveling on behalf of the State may be reimbursed.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Bus Fare	The cost incurred from a bus fare while traveling on behalf of the State may be reimbursed. For example: a Greyhound bus fare to travel from Sacramento to San Francisco.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Business Expense – Other	A cost incurred necessary to conduct the completion of official State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT

Commercial Air Fare	The cost incurred from a commercial air vendor for the purpose of conducting official State business. An example of a commercial air vendor is United or Southwest Airlines.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Conference Fees	A cost incurred from a conference registration expense while conducting official State business. A conference registration that exceeds \$50.00 must receive prior approval from his/her department.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Dinner	Business related dinner expenses may be reimbursed when it occurs while traveling on behalf of the State.	IST OST	RT LTA SSCC NSSCC
Dinner, Business	Dinner expenses may be reimbursed when it is necessary to conduct State business during the meal.	IST OST OCT NTEO	RT LTA NT
Driver's License	A cost incurred when a special type of driver's license is required to conduct State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Emergency Purchase	Business expense incurred from an emergency purchase necessary to conduct the completion of official State business. An emergency purchase over \$25.00 must have prior approval.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Emergency Repair	A cost incurred when an emergency repair on a State vehicle is necessary for the completion of official State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Fax	Business expense incurred from sending or receiving a facsimile necessary to conduct the completion of official State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Ferry	The cost incurred from a ferry fare while traveling on behalf of the State may be reimbursed.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Gasoline	The cost incurred from purchasing gasoline while using an automobile for completion of official State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Hotel Bus Fare	The cost incurred from a hotel bus fare while traveling on behalf of the State may be reimbursed.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT

Incidentals	A cost incurred on a miscellaneous travel expense while conducting State business. An example of miscellaneous travel expense is to tip a bellhop at a hotel in which the employee lodged.	IST OST	RT SSCC NSSCC
Legal Expenditure	The cost incurred from a legal expense necessary to conduct the completion of official State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Licenses	The cost incurred with the purchase of a license that is necessary to conduct official State business.	NTEO	NT
Lodging	A cost incurred from a commercial lodging establishment while conducting official State business. An example of a commercial lodging establishment is a hotel, motel or bed and breakfast inn.	IST OST OCT	RT SSCC NSSCC
Lodging, Non-Comm, Partial	Partial Non-Commercial Lodging cost incurred for lodging expenses in a non-commercial establishment such as a relative's home for travel less than 12 hours.	IST OST OCT	RT
Long Distance Telephone	Business expense incurred from a long distance telephone call necessary to conduct the completion of official State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
LTA Full DayLodging	A cost incurred from lodging at a commercial establishment from 12 hours up to 24 hours while on a Long Term Assignment	IST OST OCT	LTA
LTA Full DayMeals/Incidentals	A cost incurred from meals and/or incidental while lodging at a commercial establishment from 12 hours up to 24 hours while on a Long Term Assignment.	IST OST OCT	LTA
LTA Full MonthlyMeals/Incidentals	A monthly cost incurred from meals and/or incidentals while on a Long Term Assignment.	IST OST OCT	LTA
LTA MonthlyLodging	A monthly cost incurred from a lodging expense while on a Long Term Assignment.	IST OST OCT	LTA
LTA Partial DayLodging	A lodging cost incurred while on an LTA, lodging expense for travel less than 12 hours.	IST OST OCT	LTA
LTA Partial DayMeals/Incidentals	A cost incurred from meals and incidental expense for travel less than 12 hours while on a Long Term Assignment.	IST OST OCT	LTA

LTA Partial Monthly Meals/Incidents	A cost incurred for meal and incidental expenses for travel of 12 hours up to 24 hours while on a Long Term Assignment.	IST OST OCT	LTA
Lunch	Lunch expenses may be reimbursed when it occurs while traveling on behalf of the State.	IST OST	RT SSCC NSSCC
Lunch, Business	Business related lunch expenses may be reimbursed when it is necessary to conduct State business during the meal.	IST OST OCT NTEO	RT LTA NT
Meals/Incidents Non-Comm, Full	A cost incurred for meal and incidental expenses in a non-commercial establishment such as a supermarket.	IST OST OCT	RT
Meals/Incidents Non-Comm, Partial	A cost incurred for meal and incidental expenses in a non-commercial establishment such as a supermarket for travel less than 12 hours.	IST OST OCT	RT
Mileage, Bicycle	When a privately owned bicycle is used in the conduct of official State business, the mileage may be reimbursed.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Mileage, Bicycle, Callbk	The mileage incurred on a bicycle when an employee is required to work overtime necessitating more than one trip to work or a call back to work on an employee's day off.	IST NTEO	LTA NT
Mileage, Personal Aircraft	The mileage incurred in a privately owned aircraft while conducting State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Mileage, Personal Auto	The mileage incurred in a privately owned automobile while conducting State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Mileage, Personal Auto, Callbk	The mileage incurred in a personal automobile when an employee is required to work overtime necessitating more than one trip to work or a call back to work on an employee's day off.	IST NTEO	RT LTA NT
Mileage, Personal Auto, Remote HQ	The mileage incurred in a privately owned automobile while commuting to remote headquarters more than 25 miles from the employee's work location.	IST OST OCT NTEO	LTA NT
Mileage Spec/Mod Auto	A mileage incurred in a privately owned specialized/modified auto while traveling to conduct State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT

Mileage, Spec/Mod Auto, Callbk	The mileage incurred in a specialized vehicle, a vehicle to accommodate physical disabilities, when an employee is required to work overtime necessitating more than one trip to work or a call back to work on an employee's day off.	IST NTEO	RT LTA NT
Mileage, Spec/Mod Auto; Remote HQ	The mileage incurred in a privately owned specialized/modified automobile while commuting to a remote headquarters more than 25 miles from the employee's work location.	IST OST OCT NTEO	LTA NT
Out-of-Country Meals/Incidentals	A cost incurred for meal and incidental expenses while conducting State business out of the country. For information regarding reimbursement maximums, refer to U.S. Department of State, Maximum Travel Per Diem Allowances for Foreign Areas.	OCT	RT SSCC NSSCC
Overtime Meal Ticket	A meal allowance provided in an Overtime Meal Ticket granted to an employee when required to work at least two consecutive hours prior to or two consecutive hours after the regular work.	NTEO	NT
Overtime Meals	A meal allowance granted to an employee when required to work at least two consecutive hours prior to or two consecutive hours after the regular work shift.	NTEO	NT
Parking – Auto	A cost incurred for parking when using a private owned or rented vehicle while conducting State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Parking – Personal Aircraft	A cost incurred for parking when using a privately owned aircraft while conducting State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Parking – Rental Aircraft	A cost incurred for parking when renting an aircraft while conducting State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Physical Examination Fees	A cost incurred for a physical examination required as a condition of employment.	NTEO	NT
Professional Fees	A cost incurred for professional fees required as a condition of employment.	NTEO	NT
Railroad Fare	A cost incurred for railroad travel while conducting State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT

Rapid Transit	A cost incurred for rapid transit required while conducting State business. Rapid transit includes underground subways, local trams, etc.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Regional Transit(Subsidy)	A cost incurred on a local mode of transportation such as a regional bus line for travel while conducting State business.	NTEO	NT
Road Tolls	A cost incurred when driving on a privately owned road while traveling to conduct State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Shuttle Fare	A cost incurred for shuttle transportation from the airport to and from the hotel while conducting State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
State Bar Dues/Fees	A cost incurred to renew State bar license required to conduct State business.	NTEO	NT
Street Car Fare	A cost incurred on a local mode of transportation, such as a trolley, while traveling to conduct State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Taxi Fare	A cost incurred for a taxi fare while traveling on behalf of the State.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Telegraph	Business expense cost incurred from a telegraph expense necessary to conduct the completion of official State business.	IST OST OCT NTEO	RT LTA SSCC NSSCC NT
Tool Allowance	A tool allowance is an annual allotment to employees in classes who are required to purchase and maintain their own tools as a condition of employment, provided they have at work the minimum complement of tools specified by their employer.	NTEO	NT
Training/Tuition	A cost incurred for training and tuition expenses required to conduct State business.	NTEO	NT
Uniform Allowance	A uniform allowance is an allotment available to employees that are required to wear uniforms to carry out the duties and responsibilities of their position and which are different from the design or fashion of the general public.	NTEO	NT
Van Pool Driver (Subsidy)	A cost incurred for transportation accommodating two or more passengers from employee residence to employee work location.	NTEO	NT