

G 04Expense Reimb Guide Card gc (2-14)

Expense Reimbursement GUIDE CARD

(1) MONTH/YEAR	(2) TIME DATE	(3) LOCATION Where Expenses Were Incurred	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	
				BREAK-FAST	LUNCH	O.T., L.T. N/C, RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE TOLLS PARKING	(D) PRIVATE CAR USE			
1-31	Military Time 0001- 2400	With receipts up to 90.00 + tax. If in high cost counties of Los Angeles, San Diego, Alameda, San Francisco, Santa Clara or San Mateo, see latest PML or MOU for current rates. A STD 255C must be completed in advance.		7.00	11.00	8.00 OT 23.00	5.00	***			Receipts required in excess of \$10.	MILES	AMOUNT	Business exp: Receipt required \$1 or more. If phone call, include invoice. List place and person called.
			*** Airfare or Rental Cars Refer to current DGS contract for maximum reimbursement allowed. Use Contract Travel Agency whenever possible.			***B = type used: T = taxi; BI – bicycle; SC = state car; R = railway; B = bus; A = airline; RA = rental air craft; PC = private car; NO MILEAGE MAY BE CLAIMED FOR USING A MOTORCYCLE.								

REPORT NAME TITLE: SEE GUIDE CARD (GC) G07B

- An AO-7 must be completed and approved in advance for meals/lodging within 50 miles of HQ or primary residence. THIS DELEGATION DOES NOT EXTEND TO THE APPROVAL OF MEALS OR LODGING AT EITHER HQ OR HOME LOCATION. REPORTED AS TAXABLE INCOME.
- For a trip of less than 24 hours, you may claim breakfast if leaving at / or before 0600 and returning at / or after 0900 and dinner if leaving at / or before 1600 and returning at / after 1900. You may not claim lunch.
- For the first fractional part of a trip of more than 24 hours, breakfast by leaving before / at 0600, lunch by / at 1100 and dinner by / at 1700.
- For the last fractional part of a trip of more than 24 hours, you may claim breakfast if returning by / at 0800, lunch if returning by 1400 or later, and dinner if returning at 1900 or later.
- You may be reimbursed for the actual expenses of meals and incidentals (not to exceed maximum allowances).
- Meals for travel less than 24 hours with no overnight stay are REPORTED AS TAXABLE INCOME.
- You may claim mileage rates UP TO the current PML rate. However current MOU takes precedence over PML rates. (SEE MILEAGE RATES LISTED BELOW).
- Callback and overtime mileage is REPORTED AS TAXABLE INCOME.
- Incidentals can be claimed after completion of each 24-hour period.
- If you pay for DMV physicals, license fees, etc., invoice must show a zero balance.
- If reimbursement is for training classes not sponsored by CAL FIRE, an approved Training Request (TR-7), verification of successful completion, and proof of payment must be attached.
- Do not combine 2 fiscal years on the same Expense Reimbursement. NOTE: TO CLAIM AN ‘INCIDENTAL’ FOR JULY 1, RECORD AS BUSINESS EXPENSE ON JULY 1. USE THE ‘NOTE OPTION’ FOR THE DETAILED INFORMATION. (I.E. TRIP STARTED ON 06-30-09 AT 0800).
- OVERTIME MEALS MUST BE CLAIMED USING CalAters Global. REPORTED AS TAXABLE INCOME. (See GC G07c)
- Use Contract Travel Agency whenever possible for rental car and airfare. Add Airfare and rental car costs paid by CAL FIRE. RECORD PAYMENT TYPE AS DIRECT CHARGE.
- Do not use internet lodging sites such as hotels.com and expedia.com
- Transit passes: may claim 75% up to maximum of \$65.00. Use expense reimbursement claim (non – travel).
- You may claim up to 4 trips on the same claim. THE PROCESSING FEE FOR EACH CLAIM SUBMITTED IS \$6.

PRINT AND SEND (VIA EMAIL IF POSSIBLE) TO DAO. SEND A COURTESY COPY TO UNIT FINANCE. ADD VENDOR NUMBER (I.E. 00 + CALATERS USER ID) AND CALSTARS CODING.

<p>FOR ASSISTANCE, CONTACT THE FOLLOWING</p> <p>Send email - CALATERSHelpDesk@fire.ca.gov</p> <p>Call (916) 653-8971</p>	<p>MEAL RATES: (prior to 9-1-2013)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Breakfast</td><td style="text-align: right;">6.00</td></tr> <tr><td>Lunch</td><td style="text-align: right;">10.00</td></tr> <tr><td>Dinner</td><td style="text-align: right;">18.00</td></tr> <tr><td>Incidentals</td><td style="text-align: right;">6.00</td></tr> </table>	Breakfast	6.00	Lunch	10.00	Dinner	18.00	Incidentals	6.00	<p>MILEAGE RATES:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>1-1-10</td><td style="text-align: right;">.50</td></tr> <tr><td>1-1-11</td><td style="text-align: right;">.51</td></tr> <tr><td>7-1-11</td><td style="text-align: right;">.555</td></tr> <tr><td>1-1-13</td><td style="text-align: right;">.565</td></tr> <tr><td>1-1-14</td><td style="text-align: right;">.56</td></tr> <tr><td>Relocation</td><td style="text-align: right;">.23</td></tr> <tr><td>(eff) after 1-1-13</td><td style="text-align: right;">.24</td></tr> <tr><td>Bicycle</td><td style="text-align: right;">.04</td></tr> </table>	1-1-10	.50	1-1-11	.51	7-1-11	.555	1-1-13	.565	1-1-14	.56	Relocation	.23	(eff) after 1-1-13	.24	Bicycle	.04	<p>MILEAGE RATES:</p> <p>Refer to current PML. However current MOU takes precedence over PML.</p>	<p>(12) NORMAL WORK HOURS ***</p> <p>(13) PRIVATE VEHICLE LICENSE ***</p> <p>(14) MILEAGE RATE CLAIMED ***</p>
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DATE		SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT *																										
<p>(17)SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See item 17 on reverse)</p> <p style="text-align: center;">***2nd Approver needed for business expenses exceeding \$25.00. MUST BE DIFFERENT NAMES.</p>																												

* Must be completed ** Must be completed if claiming

OUT – OF – STATE / COUNTRY TRAVEL INFORMATION

- The STD 257 must be approved in advance of the trip. All known expenses must be encumbered. This includes the travel agency administrative charge for commercial air transportation.
- If travel is for out – of – state / country fires, STD 257 must be submitted to Fire Protection for approval.
- Any payments or advances must be submitted to DAO – Revolving Fund Unit for claim processing and check issuance.
- Attachments required include the following:
 - Copy of flight itinerary even if paid by another source.
 - Copy of rental car contract.
- Rates for meals and incidentals:
 - Out – of – state: same as in – state travel.
 - Out – of – country: Refer to the rates published by U.S. Dept of State. Contact Cal Fire Travel Coordinator.
- The state has no contract or maximum amount for hotel.

VIP MEAL REIMBURSEMENT

- Must be performing community outreach services and under the following conditions:
 - May not be claimed if performed at any Cal Fire office or site.
 - Reported as taxable income
 - **IF FY 2004, RECEIPTS FOR ACTUAL EXPENSES MUST BE SUBMITTED.**
 - Time Frames:
 - Breakfast: work begins at or before 0600 and ends at or after 0900.
 - Lunch: work begins at or before 1100 and ends at or after 1400.
 - Dinner: work begins at or before 1600 and ends at or after 1900.

ERRORS FOUND AUDITING EXPENSE REIMBURSEMENT

ERROR	TEC RETURNED	CORRECTION DONE BY:
CalAters Global errors not cleared	Yes	Employee
Wrong fiscal year used (specialized account codes should be checked)	No	DAO
If wrong expense type claimed	Yes	Employee
Rental and Airline incorrect method of payment	Yes	Employee
Rental and Airline not included in CalAters claim	Yes	Employee