

CALTRANS TRAVEL TIP 2002-03
BUDGET IMPASSE
(August 15, 2002)

This note has been approved by Cindy McKim, Chief of the Division of Accounting, to be sent to All Caltrans E-Mail Users by the Travel Policy Section. The Caltrans Travel Tip is intended to communicate the Department's travel policies quickly and efficiently to all Caltrans employees.

Below are some items that should be considered during the budget impasse.

- Only essential travel is recommended during the budget impasse. Currently, Patterson Travel and all car rental companies are operating as normal. However, this may change depending on the length of the budget impasse. Please confirm your airline and car rental reservations prior to travel.
- Travel Advances issued prior to the budget impasse are still subject to the State Administrative Manual's collection policies. All employees with outstanding travel advances must submit either Travel Expense Claims (TECs) or a personal checks to clear all travel advances.
- Employees should continue to submit their TECs during the budget impasse. This will expedite the reimbursement process once the budget is signed.
- American Express (AMEX) has decided to keep Corporate Government Cardmembers' accounts open and functioning for the time being. All Corporate Government Cardmembers should read the attached AMEX Memo regarding the current budget impasse.
- Employees who must travel during the budget impasse are encouraged to apply for the American Express Corporate Government card. Only applicants who meet American Express' minimum requirements will be considered. If interested, please fax the completed application to Nancy Ledesma at 916-227-8662/8-498-8662.

For additional travel policies, please visit the Caltrans Travel and Expense Guide at <http://adsc.caltrans.ca.gov/ASC/travel/index.htm>

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert Petrissans at Gilbert_Petrissans/HQ/Caltrans/CAGov@DOT or Nancy

Ledesma at Nancy_Ledesma/HQ/Caltrans/CAGov@DOT. TYY users may also call (711) or 1-800-735-2929.

Happy Travels.



Cal T. Rans

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