

**CALTRANS TRAVEL TIP 2004-12**  
**VANPOOL SUBSIDY AND DRIVER INCENTIVE PROCEDURES**  
**(June 9, 2004)**

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.

Consistent with Deputy Director Marisela Montes' e-mail dated April 23, 2004, effective June 10, 2004, the Department will discontinue providing Departmental vans to State employees for the purpose of vanpooling. However, in accordance with the Department of Personnel Administration and employee bargaining unit contracts, employees participating in qualified private vanpools may claim either 75% of their vanpool fees, not to exceed \$65.00 per month, **or** a vanpool driver incentive.

**Qualified Vanpools**

According to Section 132 of the Internal Revenue Service and the Department of Personnel Administration Rule 599.636, a qualified vanpool (commuter highway vehicle) is considered to be:

A group of seven (7) to 15 people, including the driver, enrolled in the vanpool commuting together.

At least 80% of the vehicle's mileage is used for transporting employees in connection with travel between their residences and their place of employment.

The number of employees transported for such purposes is at least 50% of the adult seating capacity of such a vehicle (not including the driver).

**Vanpool Subsidy Claim**

To claim a vanpool subsidy, employees must participate in a qualified vanpool and submit the following information:

An approved Cash Expenditure Voucher (FA0202). The vanpool subsidy expenditures should be charged to

Source District:	81
Charge District:	81
Expenditure Authorization:	830152
MSA Code:	Object Detail 134

Attach the completed Vanpool Subsidy Certification Form, FA-2135.

A valid receipt that includes:

- Month, day, and year of payment
- Printed name of employee
- Amount of payment
- Purpose of payment

Printed name and signature of person receiving the payment  
Send the complete CEV package (original plus one copy) to the Travel Payments  
Section, MS 25

### **Vanpool Driver Incentive Claim**

To claim a vanpool driver incentive in lieu of claiming a vanpool subsidy, employees must participate in a qualified vanpool and submit the following information:

An approved Cash Expenditure Voucher (FA0202). The vanpool subsidy expenditures should be charged to

Source District:	81
Charge District:	81
Expenditure Authorization:	830152
MSA Code:	Object Detail 134

Attach the completed Vanpool Driver Certification Form, FA-2136.

Send the complete CEV package (original plus one copy) to the Travel Payments  
Section, MS 25

For more information on how to submit either a Vanpool Subsidy or Driver Incentive Claim, please see Chapter 8 of the Caltrans Travel Guide located at:  
<http://www.dot.ca.gov/hq/asc/travel/index.htm>

To learn more about the vanpool program and how you can participate, please contact your District's Employee Transportation Coordinator on the attached list.

**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](mailto:Gilbert_Petrissans/HQ/Caltrans/CAGov@DOT) or Nancy Ledesma/[Nancy\\_Ledesma/HQ/Caltrans/CAGov@DOT](mailto:Nancy_Ledesma/HQ/Caltrans/CAGov@DOT). TTY users may also call 1-800-735-2922.**

Happy Travels.



***Cal T. Rans***

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