



TRAVEL INFORMATION & POLICY

Subject: Required Elements of a Short-Term Lodging Receipt	Number: TIP 06-12 <hr/> Date Issued: November 30, 2006
References: Department of Personnel Administration Rule 599.619, PML 2005-021, 2003-026, IRS Publication 463 (2005)	Expires: Until Rescinded

Purpose: To remind employees the required elements of a valid lodging receipt when a Travel Expense Claim (TEC) is submitted for reimbursement.

Employees seeking lodging reimbursement for State business travel must provide receipts from a commercial lodging establishment. A lodging establishment is defined as a hotel, motel, bed and breakfast, or campground that caters to the short-term traveler. Costs associated with use of time-shares and other privately owned venues are not commercial lodging establishments and will not be reimbursed.

The Department of Personnel Administration, the Internal Revenue Service, and the State Controller’s Office enforce strict standards for travel receipts. To comply with these standards and receive reimbursement for appropriate lodging expenses, a valid lodging receipt must indicate all of the following:

Elements of a valid receipt

- The name of the employee.
- The name, address, and phone number of the lodging establishment,
- The employee’s check-in and check-out dates,
- Itemized expenses (i.e. room rate, room tax, etc),
- Payments made in full indicating a zero balance.

The State Controller’s Office will not reimburse a lodging claim without a valid lodging receipt. If the Department receives a TEC with an invalid lodging receipt, the Department will either reduce the claim and notify the claimant of the reduction or return the TEC to the claimant for correction.

If you have any questions regarding this information, please contact Asni Tefera at (916) 227-9092.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Asni.Tefera@dot.ca.gov. TTY users may also call (800) 735-2922.

This Travel Information & Policy has been approved by Clark Paulsen, Chief of the Division of Accounting, to be sent to all Caltrans employees with a Lotus Notes account. Supervisors are responsible for providing a hard copy of this information to their employees that do not have a Lotus Notes account.