

Appendix B – Travel Related Forms List

Form Number	Form Name
ASC-255	Moving Service Authorization (Employee Household Goods)
ASC-3001	Employee Relocation Fact Sheet
CalHR-873	Bicycle Commuter Program Quarterly Self-Certification
DO-0002	Request to Attend Non-State Sponsored Conference
FA-0205A	Authorization to Use Privately-Owned Vehicles on State Business
FA-0302	Travel Expense Claim
FA-1301	Non-State or Attendant Expense Invoice
FA-1310	Caltrans Long-Term Assignment Cost Analysis
FA-1350	Long Term Assignment (LTA) Information and Certification of Subsistence Rates
FA-2135	Vanpool Subsidy Certification Form
FA-2136	Vanpool Driver Incentive Certification Form
PM-0041	Personal Use of State Vehicle One-Way Commuting and/or Round Trip
STD. 236	Hotel/Motel Transient Occupancy Tax Waiver (Exemption Certificate for State Agencies)
STD. 255C	Excess Lodging Rate Request/Approval
STD. 256	Moving/Relocation Expense Approval Request
STD. 257	Out-Of-State Travel Approval Request
STD. 265	Insurance Verification and Authorization to Operate Privately Owned/Rented/Leased Aircraft on State Business
STD. 270	Vehicle Accident Report