

# Appendix A – Travel Instructional Videos and Quick Reference Guides

## Quick Reference Guides

- [TA Status in AMS Advantage instructions](#)
- [TA Payment History in AMS Advantage instructions](#)
- [TA Outstanding Balance in Datalink instructions](#)
- [TEC Payment History in AMS Advantage instructions](#)

## Travel Expense Claims

### Travel Expense Claim - In State:

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**TRAVEL EXPENSE CLAIM**  
 FA-0302 (REV 01/2020)

FRONT  
 CT #7541-0620-9  
 Page 1 of 1

**PERSONAL INFORMATION NOTICE**

Pursuant to the Federal Privacy Act (Section 552 et seq.) and the Information Practices Act of 1977 (IPA) (Civil Code Sections 1798 et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular.

*See Instructions On Reverse Side*

CLAIMANT'S NAME (First, Mi, Last)		CALTRANS EMPLOYEE ID NUMBER		CONTACT PHONE NUMBER	
Cal Trans		S1XXXXXX		(916) 123-4567	
POSITION TITLE	B.U./M.D.	4-DIGIT UNIT # (Where check to be sent)		ALTERNATE PHONE NUMBER	
Transportation Engineer	R09	XXXX			
CLAIMANT'S HOME ADDRESS			HEADQUARTERS ADDRESS		M.S.
111 Broadway			1820 Alhambra Blvd		25
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
Sacramento	CA	95818	Sacramento	CA	95816

(1) MONTH/YEAR	(2) DATE	(3) LOCATION Jobsite and Where Other Expenses Were Incurred	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) (A) COST OF TRANS.	(B) TYPE USED	(C) TRANSPORTATION		(D) PRIVATE CAR USE MILES	(8) BUSINESS EXPENSE (Box 18)	(9) TOTAL EXPENSE FOR DAY
				BREAK-FAST	LUNCH	O.T., LT, OR DINNER				CARFARE, TOLLS, PARKING	AMOUNT			
01/20	08	Home to Los Angeles	131.20		11.00	19.83			PC	P	10.00	12	6.90	178.93
	09	Los Angeles	131.20	6.48	8.81	23.00	3.00		PC	P	10.00			182.49
	10	1800 Los Angeles to Home		7.00	10.47		5.00	15.00	RC	P	10.00	12	6.90	54.37

0:00 / 4:46

### Travel Expense Claim - LTA Rent & Utilities Method:

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CLAIMANT'S NAME (First, Mi, Last) Cal Trans			CALTRANS EMPLOYEE ID NUMBER S1XXXXX			CONTACT PHONE NUMBER (916) 123-4567					
POSITION TITLE Transportation Engineer		B.U./M.D. R09	4-DIGIT UNIT # (Where check to be sent) xxxx		ALTERNATE PHONE NUMBER						
CLAIMANT'S HOME ADDRESS 111 Broadway				HEADQUARTERS ADDRESS 1820 Alhambra Blvd			M.S. 25				
CITY Sacramento		STATE CA	ZIP CODE 95818	CITY Sacramento		STATE CA	ZIP CODE 95816				
(1) MONTH/YEAR 01/20	(3) LOCATION Jobsite and Where Other Expenses Were Incurred		(4) LODGING	(5) MEALS BREAK-FAST LUNCH		(6) INCIDENTALS	(7) TRANSPORTATION (A) COST OF TRANS. (B) TYPE USED (C) CARFARE, TOLLS, PARKING		(D) PRIVATE CAR USE MILES AMOUNT	(8) BUSINESS EXPENSE (Box 18)	(9) TOTAL EXPENSE FOR DAY
(2) DATE 01	TIME Cont.	LTA Rent and Utilities	1081.09					PC	22 12.65		1,103.74
02		Barstow									10.00
03	1700	Barstow to Home (Friday)						PC	407 234.03		239.03

**Travel Expense Claim - LTA Daily Rate Method:**

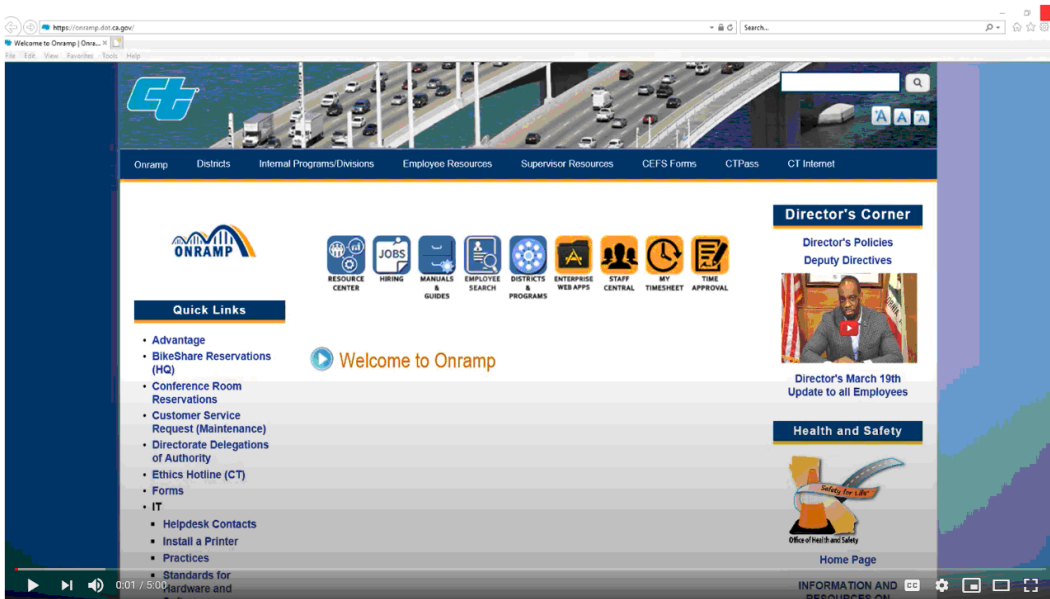
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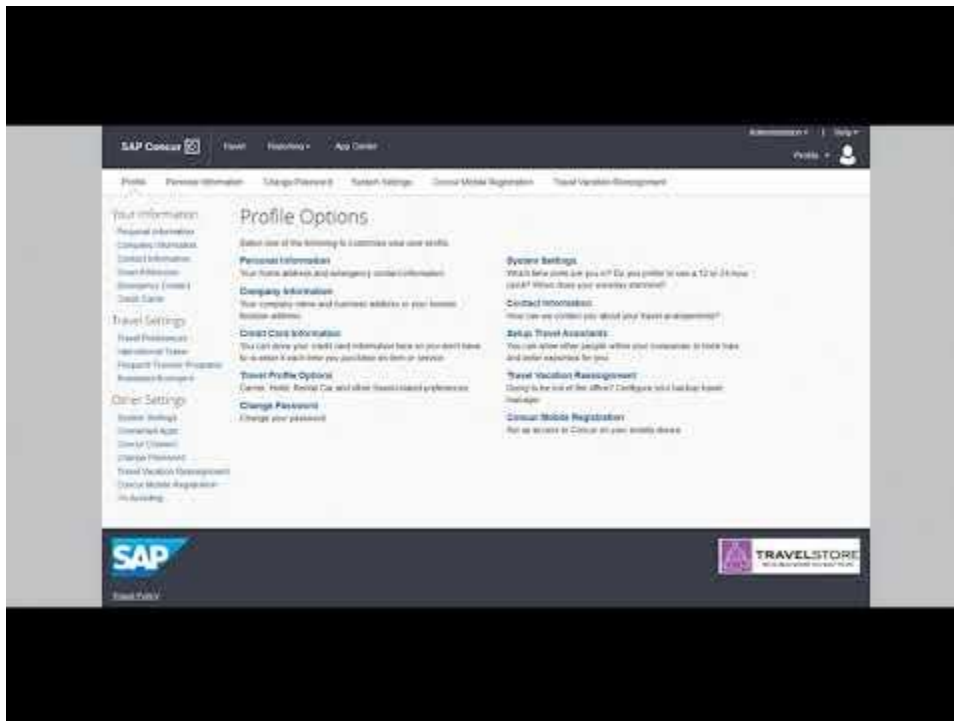
*See Instructions On Reverse Side*

CLAIMANT'S NAME (First, Mi, Last) Cal Trans			CALTRANS EMPLOYEE ID NUMBER S1XXXXX			CONTACT PHONE NUMBER (916) 123-4567					
POSITION TITLE Transportation Engineer		B.U./M.D. R09	4-DIGIT UNIT # (Where check to be sent) xxxx		ALTERNATE PHONE NUMBER						
CLAIMANT'S HOME ADDRESS 111 Broadway				HEADQUARTERS ADDRESS 1820 Alhambra Blvd			M.S. 25				
CITY Sacramento		STATE CA	ZIP CODE 95818	CITY Sacramento		STATE CA	ZIP CODE 95816				
(1) MONTH/YEAR 01/20	(3) LOCATION Jobsite and Where Other Expenses Were Incurred		(4) LODGING	(5) MEALS BREAK-FAST LUNCH		(6) INCIDENTALS	(7) TRANSPORTATION (A) COST OF TRANS. (B) TYPE USED (C) CARFARE, TOLLS, PARKING		(D) PRIVATE CAR USE MILES AMOUNT	(8) BUSINESS EXPENSE (Box 18)	(9) TOTAL EXPENSE FOR DAY
(2) DATE 01	TIME Cont.	Barstow	23.39					PC	22 12.65		60.04
02		Barstow	23.39								47.39
03	1700	Barstow to Home (Friday)						PC	407 234.03		258.03

**Travel Advance Request:**



## Concur Travel



## Concur Reservation

TRAVEL | RESERVATIONS | TICKETS | ITINERARIES | TRIPS

### TRIP SUMMARY

**Select Flights or Trains**

Step 1 of 4  
 Flight: AA 1234 (New York - Los Angeles)  
 Depart: 01/15/2023  
 Return: 01/22/2023

**Select a Car**

Step 2 of 4  
 Pick-up: New York (01/15/2023)  
 Drop-off: Los Angeles (01/22/2023)

**Select a Hotel**

Step 3 of 4  
 Flight: AA 1234  
 Depart: 01/15/2023  
 Return: 01/22/2023

**Finalize Trip**

**Travel Details**

Itinerary Summary: AA 1234 (New York - Los Angeles)  
 Depart: 01/15/2023  
 Return: 01/22/2023

**Itinerary Details**

Flight	Class	Fare	Taxes	Total	Booked
AA 1234 (New York - Los Angeles)	Y	\$150.00	\$20.00	\$170.00	Booked
AA 4567 (Los Angeles - New York)	Y	\$150.00	\$20.00	\$170.00	Booked

**Itinerary Summary**

AA 1234 (New York - Los Angeles) - \$170.00  
 AA 4567 (Los Angeles - New York) - \$170.00  
**Total: \$340.00**

**Booked: \$340.00**

**Next Steps**

1. Review Itinerary  
 2. Select Car  
 3. Select Hotel  
 4. Finalize Trip

**Finalize Trip**

Finalize Trip