

Appendix B – Travel Related Forms List

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