

Appendix C – Travel Information & Policy (TIP)

Travel Information & Policy – 2021

TIP Number	Subject	Issued
21-01	Travel/Relocation Programs – 2021 Mileage Reimbursement Rate for Use of Private Vehicle	01/05/2021

Travel Information & Policy – 2020

TIP Number	Subject	Issued
20-01	Travel/Relocation Programs – 2020 Mileage Reimbursement Rate for Use of Private Vehicle	01/09/2020
20-02	Travel/Relocation Programs - Long-Term Assignment Transportation	02/06/2020
20-02-R1	Travel/Relocation Programs – Long-Term Assignment Transportation – (Revision)	03/02/2020
20-03	Travel/Relocation Programs – Mass Transit and Vanpool Commute Program Increase	02/20/2020
20-04	Concur Travel – Travel Cancellation Policies	03/16/2020
20-05	Face Covering Compensation – One-Time Only Reimbursement	04/13/2020
20-07	Reimbursement on Tips for Allowable Meal and/or Transportation Expense	05/27/2020
20-08	Transit Incentive – Bicycle Commuter Program Policy	09/09/2020
20-09	Temporary Allowance of Electronic Signatures on Travel Expense Claims (TECs)	10/22/2020
20-10	How to Avoid a Corrected Wage and Earnings Statement, Form W-2C – Travel Expense Claim Payments	10/27/2020

20-10-R1	How to Avoid a Corrected Wage and Earnings Statement, Form W-2C – Travel Expense Claim Payments – (Revision)	10/29/2020
20-11	New Version of Travel Guide	10/30/2020

Travel Information & Policy – 2019

TIP Number	Subject	Issued
19-01	Travel/Relocation Programs – 2019 Mileage Reimbursement Rate for Use of Private Vehicle	01/16/2019
19-02	Airfare and Car Rental Long Term Travel expenses	01/28/2019
19-03	Travel/Relocation Programs - Long-Term Assignment Travel Expense Claims	09/26/2019
19-04	How to Avoid a Corrected Wage and Earnings Statement, Form W-2C - Travel Expense Claim Payments	10/30/2019
19-05	Travel/Relocation Programs - Mass Transit and Vanpool Commute Program Increase	12/27/2019

Travel Information & Policy – 2018

TIP Number	Subject	Issued
18-01	Travel/Relocation Programs – 2018 Mileage Reimbursement Rate for Use of Private Vehicle	01/09/2018
18-02	Airline Credit – Cancelled Flights/Reservations	01/19/2018
18-03	Concur Access and Profile Update Requests	03/02/2018
18-04	Suspension of Moving Expense Exclusions from Taxable Wages	05/02/2018
18-05	Travel/Relocation Programs – Short-Term Rental Company Calculation of Daily Room Rate	08/22/2018
18-06	Airline Credit – Cancelled Flights/Reservations Credit Usage	09/07/2018
18-07	How to Avoid a Corrected Wage and Earnings Statement, Form W-2C – Travel Expense Claim Payments	10/24/2018

Travel Information & Policy – 2017

TIP Number	Subject	Issued
17-01	Travel/Relocation Programs – 2017 Mileage Reimbursement Rate for Use of Personal Vehicle	1/24/2017
17-02	Concur Travel – Southwest Migration/Impact to Concur	3/30/2017
17-03	Travel/Relocation Programs – Overtime Meal, Safety Footwear, and Lodging Rate Change	5/23/2017
17-04	How to Avoid a Corrected Wage and Earnings Statement, Form W-2C	10/23/2017
17-05	Travel/Relocation Programs – Defining Eligibility for Travel Reimbursement, Extended Travel Assignments and Relocation	10/27/2017
17-06	Availability of the Electronic Pocket Travel Guide	11/21/2017

Travel Information & Policy – 2016

TIP Number	Subject	Issued
16-01	Travel/Relocation Programs – 2016 Mileage Reimbursement Rate for Use of Personal Vehicle	1/05/2016
16-02	AB 229 Travel Reimbursement: Transportation Network Company or Short-Term Rental	2/02/2016
16-03	Internet Explorer Web Browsers 9 and 9 Discontinued with Concur	2/04/2016
16-04	Lodging and Private Aircraft Mileage Reimbursement Increase for Employees Represented by BU 9 and 10	7/06/2016
16-05	Lodging and Private Aircraft Mileage Reimbursement Increase for Excluded Employees	8/05/2016
16-06	Travel/Relocation Programs – Travel and Relocation Policy and Reimbursement for Employees in Bargaining Unit 2, 7, 9, and Excluded Employees	11/04/2016
16-07	How to Avoid a Corrected Wage and Earnings Statement, Form W-2C – Travel Expense Claim Payments	11/03/2016

Travel Information & Policy – 2015

TIP Number	Subject	Issued
15-01	Commercial Car Rental Services Contract Extension, Rental Rate Changes, and Important Reminders	02/03/2015
15-02	Change in the Definition and Reimbursement of an Incidental Expense	02/20/2015
15-03	Travel Management Services Update	05/19/2015
15-04	Lodging Reservation via Concur	06/19/2015
15-05	Answers to Frequently Asked Questions - Lodging Reservation via Concur	10/13/2015
15-06	How to Avoid a Corrected Wage and Earnings Statement, Form W-2C – Travel Expense Claim Payments	10/27/2015

Travel Information & Policy – 2014

TIP Number	Subject	Issued
14-01	Commercial Car Rental Contract Extension and Amendment	01/14/2014
14-02	Electronic Tolling on the Golden Gate Bridge	02/14/2014
14-03	Travel Guideline Change - Lowest Usable Airfare Best Practices Guide	03/20/2014
14-04	Lodging and Per Diem Increase -Represented Employees in Bargaining Unit 2 (CASE)	10/24/2014
14-05	Lodging and Per Diem Increase - Represented Employees in Bargaining Unit 10 (CASE) and 13 (IUOE)	10/24/2014
14-06	How to Avoid a Corrected W2C	11/04/2014
14-07	2015 Mileage Reimbursement	12/23/2014
14-08	Concur Travel – Concur Travel New User Interface	12/24/2014

Travel Information & Policy – 2013

TIP Number	Subject	Issued
13-001	Travel/Relocation Programs – Commercial Car Rental Services Contract Extension and Rental Rate Changes	01/23/2013
13-002	Personal Use of State Provided Vehicles (Form PM-0041)	03/21/2013
13-003	Southwest No Show Policy; Increase in Change Fees (Other Airlines)	07/19/2013
13-004	Lodging and Per Diem Increase for SEIU, PEGC and Excluded Employees	03/21/2013
13-005	Per Diem Change for SEIU, PEGC, and Excluded Employee	08/15/2013
13-006	Lodging and Per Diem Increase for Bargaining Unit 12 Represented Employees	10/16/2013
13-007	Process Change for Enterprise Car Rental Vehicle Pick Up	10/24/2013
13-008	Lodging Rate Change for Bargaining Unit 9 (PEGC)	11/01/2013
13-009	American Express Card –Monthly Spending Limits	11/06/2013
13-010	How to Avoid a Corrected Form W2	11/13/2013
13-011	Adjustment to Mileage Rates	11/20/2013

Travel Information & Policy – 2012

TIP Number	Subject	Issued
12-001	2012-001 Verification of Travel Expenses	01/27/2012
12-002	SWABIZ (Southwest Airlines) Reservations Now Available in Concur via the CalTravelStore	04/27/2012
12-003	American Express Payment Policy During a Budget Impasse	06/15/2012
12-004	How to Avoid a Corrected Wage and Earnings Statement	11/07/2012
12-005	Increase in Mileage Reimbursement Rate for Use of Personal Vehicle	12/05/2012

Travel Information & Policy – 2011

TIP Number	Subject	Issued	
11-001	Travel/Relocation Programs - Increase in Mileage Reimbursement	12/22/2010	
11-002	American Express Individual Government Card Reminders	01/12/2011	
11-003	CalTravelStore - Important Information and Reminders for Traveling Employees (Cliqbook and SWABIZ Reservations)	01/28/2011	
11-004	Manager, Supervisor and Employee Responsibilities for the Approval of Travel Reservations in Concur Cliqbook	02/08/2011	
11-005	Signature requirement on a Travel Expense Claim when a Business Expense exceeds \$25	03/25/2011	
11-006	Safety Footwear - Bargaining Unit 12	04/04/2011	
11-007	Caltrans In-State Travel - Mission Critical Categories	06/03/2011	Updated 10/2011
11-008	Travel/Relocation Programs – Increase in Mileage Reimbursement Rate for Use of Personal Vehicle	06/30/2011	
11-009	2011 Corrected Wage and Earnings Statement, Form W-2C (Travel Expense Claim Payments containing Fringe Benefits)	12/01/2011	

Travel Information & Policy – 2010

TIP Number	Subject	Issued
10-001	New Travel Management Service Provider, effective 7/1/2010	05/25/2010
10-002	Coding Requirements for Private Vehicle Mileage and Commercial Rental Vehicles	02/18/2010
10-003	TravelStore	06/30/2010
10-004	How to avoid a corrected W2	11/02/2010

Travel Information & Policy – 2009

TIP Number	Subject	Issued
09-001	Verification and Reporting of Travel Expenses	04/14/2009
09-001A	Verification and Reporting of Travel Expenses (Amendment)	05/15/2009
09-002	Discontinuation of the Cash Expenditure Voucher Form - FA0202	06/19/2009
09-003	New Travel Agency and ResX Requirement Information	06/29/2009
09-004	Personal Use of a State Vehicle - Submission of Form PM-0041	09/09/2009
09-005	How to Avoid a Corrected Wage & Earnings Statement	10/20/2009
09-006	Decreased Mileage Rates	12/10/2009
09-007	Authorization to Use Privately Owned Vehicle (POV) Form, (FA 0205A)	01/01/2010

Travel Information & Policy – 2008

TIP Number	Subject	Issued
08-001	Airline Service Fees	06/03/2008
08-002	ResX Website Change	06/18/2008
08-003	Increased Personal Vehicle Mileage Reimbursement Rates	07/01/2008
08-004	American Express Government Corporate Card Payment Policies During a Budget Impasse.	07/07/2008
08-005	Trip Approval Requirements	10/03/2008
08-006	Authorization to Use Privately Owned Vehicle (POV) Form (FA 0205A)	08/11/2008
08-007	How to Avoid a Corrected Wage and Earnings Statement, Form W-2C - Travel Expense Claim Payments Superseded by Caltrans Travel Tip 2009-005	10/17/2008
08-008	Decreased Personal Vehicle Mileage Reimbursement Rates	12/16/2008

Travel Information & Policy – 2007

TIP Number	Subject	Issued
07-001	Travel Policy Reminders	05/24/2007
07-002	Travel Expense Claim Reimbursements	07/02/2007
07-003	American Express Government Corporate Card Payment Policies During a Budget Impasse. Superseded by Caltrans Travel Tip 2008-004	08/16/2007
07-004	Commercial Rental Car Forms of Payment	09/18/2007
07-005	How to Avoid a Corrected Wage and Earnings Statement, Form W-2C - Travel Expense Claim Payments Superseded by Caltrans Travel Tip 2008-007	10/24/2007
07-006	Airport Parking Expenses	11/09/2007
07-007	Increased Mileage Reimbursement Rates Superseded by Caltrans Travel Tip 2008-003	12/20/2007

Travel Information & Policy – 2006

TIP Number	Subject	Issued
06-001	2006 Car Rental Contract	01/31/2006
06-002	Reimbursement of Professional Engineers and Land Surveyors License Renewal	03/09/2006
06-003	Using Third Party Vendors	04/11/2006
06-004	2006 Car Rental Contract Update	04/13/2006
06-005	ResX Update	04/21/2006
06-006	Increased Personal Vehicle Mileage Reimbursement Rates for Excluded/Non-Represented Employees Superseded by Caltrans Travel Tip 2007-07	07/14/2006
06-007	Increased Mileage Reimbursement Rates BU2 Superseded by Caltrans Travel Tip 2007-07	08/08/2006
06-008	2006-07 Airline Contracts	08/11/2006
06-009	Increased Mileage Reimbursement Rates BU9 Superseded by Caltrans Travel Tip 2007-07	09/07/2006
06-010	Increased Mileage Reimbursement Rates for All Represented Employees Superseded by Caltrans Travel Tip 2007-07	09/18/2006
06-011	How to Avoid a Corrected W-2 Superseded by Caltrans Travel Tip 2007-05	10/24/2006
06-012	Required Elements of a Short-Term Lodging Receipt	11/30/2006
06-013	Increased Personal Vehicle Mileage Reimbursement Rates Superseded by Caltrans Travel Tip 2007-07	12/12/2006

Travel Information & Policy – 2005

TIP Number	Subject	Issued
05-001	Travel Exception Requests	01/25/2005
05-002	Elimination of Social Security Number on Travel Forms	02/11/2005
05-003	Third Party Vendors Superseded by Caltrans Travel Tip 2006-03	08/16/2005
05-004	How to Avoid a Corrected W-2 Form Superseded by Caltrans Travel Tip 2006-11	10/28/2005
05-005	Frequent Flyer Miles / Points	11/17/2005
05-006	2005-2006 Airline Contracts	11/21/2005

Travel Information & Policy – 2004

TIP Number	Subject	Issued
04-001	Rental Car Contract	01/22/2004
04-002	In-State Travel Pilot Superseded by Caltrans Travel Tip 2004-03	02/10/2004
04-003	New Travel Agency and On-Line Booking System Superseded by Caltrans Travel Tip 2004-04	03/02/2004
04-004	On-Line Reservation System Superseded by Caltrans Travel Tip 2004-06	03/18/2004
04-005	On-Line Reservation System (RESX) Superseded by Caltrans Travel Tip 2004-06	03/22/2004
04-006	On-Line Reservation System Update Superseded by Caltrans Travel Tip 2004-08	03/24/2004
04-007	Third Party Transactions – Reminder Superseded by Caltrans Travel Tip 2005-03	03/30/2004
04-008	On-Line Reservation System Implementation Superseded by Caltrans Travel Tip 2004-09	04/07/2004
04-009	ResX Implementation Superseded by Caltrans Travel Tip 2004-15	04/13/2004
04-010	Travel Exception Requests	04/16/2004
04-011	Year End Travel Instructions Revision	05/24/2004
04-012	Vanpool Subsidy and Driver Incentive Procedures	06/09/2004
04-013	ResX Users ONLY-ResX Update	06/22/2004
04-014	Navigant Phone Service Problem	08/20/2004
04-015	New Procedures to Request a ResX Account	09/27/2004

04-016	Fringe Benefits/Employee Business Expenses Tax Reporting	10/19/2004
------------------------	--	------------

04-017	American Express Government Corporate Card Agreement and Application	10/26/2004
------------------------	--	------------

Travel Information & Policy – 2003

TIP Number	Subject	Issued
03-001	Rental Car Contract	01/08/2003
03-002	Authorization to Use Privately-Owned Vehicle (POV) Form	01/24/2003
03-003	Airline Reservation Policy Superseded by Caltrans Travel Tip 2004-03	02/05/2003
03-004	Travel Expense Claim Checklist	02/19/2003
03-005	2002-03 In-State Travel Reductions	03/03/2003
03-006	Third Party Transactions – Critical Superseded by Caltrans Travel Tip 2005-03	03/12/2003
03-007	Out-of-State Travel Reduction	03/24/2003
03-008	50-Mile Rule Taxation	05/16/2003
03-009	Out of State Travel Pilot Superseded by Caltrans Travel Tip 2004-03	06/19/2003
03-010	Airline Contract, In-State Airline Ticket Pilot, and Department Airline Policies Superseded by Caltrans Travel Tip 2004-03	06/26/2003
03-011	Enterprise Rent A Car Superseded by Caltrans Travel Tip 2004-03	07/02/2003
03-012	Taxation of Travel Advances	11/20/2003