

Chapter 14 - Travel Exceptions

Travel Exceptions

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References: [California Department of Human Resources \(CalHR\) PML 93-28](#), [PML 95-050](#), [PML 2001-014](#), and [PML 2003-026](#)

OVERVIEW

The Division of Accounting's Travel Payments and Policy Section holds the delegation of authority to approve certain exceptions to the travel rules. This delegated authority is extended with the provision that all exception requests will be administered according to the criteria, considerations, and record keeping requirements set forth by the California Department of Human Resources (CalHR).

Each exception request requires the approval of the appointing power (employee's supervisor or manager) before submission to the Travel Payments and Policy Section. The appointing power shall give consideration to minimizing the cost to the State through responsible planning and scheduling of activities that require the employee to travel or relocate on State business.

Some exception requests may require the additional approval of CalHR. All exception requests granted are subject to audit by CalHR.

The following travel exceptions are identified in the Travel Guide:

- Excess Lodging Rate Requests
- Moving and Relocation
- Short-Term Subsistence Beyond 30 Days
- Subsistence While on Sick Leave
- 50-Mile Limit

SUBMISSION OF EXCEPTION REQUESTS

Each exception request:

Should be submitted in writing or, if applicable, using a designated exception request form.

Should be submitted to the Travel Payments and Policy Section at least 15 calendar days in advance of travel or as soon as the circumstances that require approval are known. **An exception request submitted to the Travel Payments and Policy Section after travel has concluded will not be considered for approval.**

Will be considered for approval by Travel Payments and Policy Section based on the circumstances detailed in the written request.

Should be submitted to:
Division of Accounting
Travel Payments and Policy Section, MS-25
P.O. Box 168018
Sacramento, CA 95816-8018

The fax number for Travel Payments and Policy Section is (916) 227-9357 or email [Lai Saephan](mailto:Lai.Saephan).

The Travel Payments and Policy Section will send an approval letter for each exception granted to the appointing power authorizing the request. The approval letter must be attached to the travel expense claim when expenses resulting from the exception approval are submitted for reimbursement.

UNAPPROVED EXCEPTIONS

Expenses resulting from exceptions to travel rules and submitted for reimbursement without an approval letter will either:

Not be paid or

Will be paid in accordance with the applicable Bargaining Unit Contract and CalHR regulations for regular travel.

Excess Lodging Rate Request

References: [California Department of Human Resources \(CalHR\) PML 93-28](#), [PML 95-050](#), [PML 2001-014](#), [PML 2003-026](#), and [Department of General Services \(DGS\) MM14-03](#)

Required approvals: Appointing power, Division of Accounting (Travel Payments and Policy Section), and California Department of Human Resources (CalHR) when required.

Employees are required to make a good faith effort to use moderately priced establishments that cater to the public when traveling on state business. CalHR considers moderately priced lodging to include 2-star and 3-star hotels in Concur. All moderately priced lodging options should be considered in order to determine the lodging that is in the best interest of the state. If an employee's preferred hotel chain is not the lodging that is in the best interest of the state, then the lodging that is in the best interest of the state should be selected. A good faith effort consists of contacting such establishments and requesting lodging at the California State government rate. For current lodging reimbursement rates, see Chapter 4 - Lodging Rates and Requirements.

Employees are directed to first search for lodging using the [Concur](#) website prior to requesting a lodging rate exception. The Department of General Services (DGS) requires that employees make all travel arrangements through Concur. Concur directs employees to lodging establishments that have committed to providing lodging at the state rate or less.

In those instances when employees are unable to locate lodging within the approved state rates, an "Excess Lodging Rate Request" Form [STD 255C](#) must be submitted to the Division of Accounting's Travel Payments and Policy Section **15 calendar days prior to travel**. All requests are to include a list of the moderately priced establishments from Concur to show good faith efforts.

Submit requests to the Travel Payments and Policy Section.

Moving and Relocation

References: [California Department of Human Resources \(CalHR\) PML 94-001, PML 95-050, PML 96-022, State Administrative Manual \(SAM\) Section 3830,](#) and [California Code of Regulations \(CCR\), Administration, Title 2 Sections as noted below](#)

OVERVIEW

The Division of Accounting's Travel Payments and Policy Section holds the delegation of authority to approve certain exceptions to relocation policies in accordance with the California Code of Regulations (CCR) sections as noted below. Required approvals for each exception may differ and are included for each of the following sections.

Each section includes CCR regulations for both represented and excluded employees. Represented employees should review their Bargaining Unit Contract to determine if they are subject to either represented or excluded CCR regulations.

Exception requests for current state employees who are relocating must be submitted on a completed "Request for Moving and Relocation Expense Approval" Form [STD. 256](#) and include the employee's appointing power approval (Agency Headquarters Approval). Submit completed requests to the Travel Payments and Policy Section.

Seven (7) different types of relocation exceptions are identified in the Travel Guide:

- Additional Relocation Allowance
- Additional Storage Allowance
- Excess Moving Weight Allowance
- Movement of a Trailer Coach
- Settlement of a Lease
- Six-Month Extension for Sale of Old Residence
- New Hire Relocation

ADDITIONAL RELOCATION ALLOWANCE

References: CCR 599.721 and 599.722

Employees must complete Form [STD. 256](#), Section 2, "Additional Relocation Allowance", items A through G.

Exception requests for relocation allowances in excess of sixty (60) days must meet established criteria defined as an "unusual and unavoidable hardship" (SAM 0715).

Represented employees in Bargaining Unit 12:

Required approvals: Appointing power, Division of Accounting (Travel Payments and Policy Section) and California Department of Human Resources (CalHR).

The allowance shall not be paid for more than 60 days; however, this period may be exceeded in cases where the California Department of Human Resources (CalHR) has determined in advance that the change in residence will result in an unusual and unavoidable hardship for the represented employee and has determined the maximum allowances to be received by said employee.

Excluded and all other represented employees:

Required approvals: Appointing power and Division of Accounting (Travel Payments and Policy Section).

Reimbursement may be claimed for up to 60 days, except an extension of up to 30 days may be granted when the appointing power has determined in advance that the delay of change of residence is a result of unusual and unavoidable circumstances that are beyond the control of the employee. The maximum reimbursement to be received cannot exceed the equivalent dollar amount of 60 days full meals, incidentals and receipted lodging.

ADDITIONAL STORAGE ALLOWANCE

References: CCR 599.719 and 599.719.1

Employees must complete Form [STD. 256](#), Section 3, items A through F.

Exception requests for storage allowance in excess of sixty (60) days must meet established criteria defined as an "unusual and unavoidable hardship" (SAM 0715).

Represented employees in Bargaining Unit 12:

Required approvals: Appointing power, Division of Accounting (Travel Payments and Policy Section) and California Department of Human Resources (CalHR).

Duration of storage in transit for which charges may be reimbursed shall not exceed 60 calendar days. The maximum allowances prescribed by this section may be exceeded in cases where the California Department of Human Resources (CalHR) has determined in advance that the change of residence will result in an unusual and unavoidable hardship for the officer or employee and has determined the maximum allowances to be received by said officer or employee.

Excluded and all other represented employees:

Required approvals: Appointing power and Division of Accounting (Travel Payments and Policy Section).

Duration of storage in transit for which charges may be reimbursed shall not exceed 60 calendar days unless a longer period of storage is approved in advance by the appointing power based on hardship to the employee.

EXCESS MOVING WEIGHT ALLOWANCE

References: CCR 599.719 and 599.719.1

Employees must complete Form [STD. 256](#), Section 1, "Excess Moving Weight Allowance", Items A through G.

An exception approval is required for moving weight in excess of the 11,000-pound statutory limit, up to a maximum of 23,000 pounds. Upon receiving an estimate of weight in excess of 11,000 pounds, the employee should begin the exception process.

The employee will be responsible for weight in excess of 23,000 pounds, costs of any special handling, unapproved weight, multiple pick-ups and/or deliveries, or any other costs that cannot be approved by the exception process.

Represented employees in Bargaining Unit 12:

Required approvals: Appointing power and Division of Accounting (Travel Payments and Policy Section).

Requests for exception to exceed 11,000 pounds (up to a maximum of 23,000 pounds) will only be considered when it has been determined that every reasonable effort has been made to conform to statute.

Excluded and all other represented employees:

Required approvals: Appointing power and Division of Accounting (Travel Payments and Policy Section).

Requests for exception to exceed the 11,000-pound statutory limit, up to a maximum of 23,000 pounds, will be considered only when it has been determined that every reasonable effort has been made to conform to the maximum limit. Exceptions to the number of pick-ups and deliveries may be approved when it is reasonably necessary and in the best interest of the state.

MOVEMENT OF A TRAILER COACH

References: CCR 599.720 and 599.720.1

Employees must complete Form [STD. 256](#), Section 5, "OTHER".

Three (3) competitive bids shall be obtained and reimbursement up to the maximum allowed at the lowest bid.

Upon submission of all documents and certifications required in the rule, exceptions may be approved for reimbursement, up to \$10,000 total, for the movement of a trailer coach and the household goods therein contained, whether the household goods are moved inside the coach or not. Upon review of the required three (3) bids, the department will approve the move to be accomplished either by combined or separate transport of coach and household goods, whichever results in the least total cost to the State; any items disallowed in the context of CCR Rule 599.720 shall not be approved for payment.

Represented employees in Bargaining Unit 12:

Required approvals: Appointing power, Division of Accounting (Travel Payments and Policy Section) and California Department of Human Resources (CalHR).

For reimbursement of charges exceeding \$2,000 for the disassembly and assembly of the trailer, including but not limited to, disassembly and assembly of trailer, skirts, awnings, porch, the trailer coach itself and other miscellaneous documented, itemized expenses related to the dissolution of the old household and/or the establishment of the new household.

Exceptions to this section may be granted by the California Department of Human Resources (CalHR) if it has been documented that the movement of the trailer coach was conducted in the most economical fashion available and that the total cost of said movement did not exceed the probable cost of moving and relocation expenses incurred by a comparable conventional move.

Excluded and all other represented employees:

Required approvals: Appointing power and Division of Accounting (Travel Payments and Policy Section).

Charges for disassembly and assembly of the trailer, including but not limited to, disassembly and assembly of trailer, skirts, awnings, porch, the trailer coach itself and other miscellaneous documented, itemized expenses related to the dissolution of the old household and/or the establishment of the new household, up to \$2,500 unless an exception is approved by the appointing power.

SETTLEMENT OF A LEASE

References: CCR 599.717

Applies only to represented employees in Bargaining Unit 12 subject to CCR 599.717.

Employees must complete Form [STD. 256](#), Section 5, "OTHER".

Represented employees in Bargaining Unit 12:

Required approvals: Appointing power, Division of Accounting (Travel Payments and Policy Section) and California Department of Human Resources (CalHR)

Claims for settlement of a lease shall be documented, itemized and submitted within six (6) months following the new reporting date except that the Director of the California Department of Human Resources (CalHR) may grant an extension of not more than three (3) months upon receipt of evidence warranting such extension prior to the expiration of the six (6) month period.

SIX MONTH EXTENSION FOR SALE OF OLD RESIDENCE

Reference: CCR 599.716

Applies only to represented employees in Bargaining Unit 12 subject to CCR 599.716.

Employees must complete Form [STD. 256](#), item 4, "Six-Month Extension for the Sale of the Old Residence".

Represented employees in Bargaining Unit 12:

Required approvals: Appointing power and Division of Accounting (Travel Payments and Policy Section).

Claims for the sale of a residence must be submitted within one (1) year following the date the officer or employee reports to the new official headquarters. An extension of not more than six (6) months may be granted by the Division of Accounting upon receipt of evidence warranting such extension prior to the expiration of the one year period.

NEW HIRE RELOCATION

References: CCR 599.723 and 599.723.1 and CalHR PML 96-022

Exception is for travel and moving expenses of persons who change their place of residence to accept employment with the State.

For any reimbursement or combination of reimbursements under these rules that exceed \$1,000 the appointing power may request an exception to exceed the reimbursement limit, which requires advance approval from the Department of Finance and the California Department of Human Resources (CalHR).

All requests should be in memo format and must be submitted in advance, prior to the move. Submit requests to the Travel Payments and Policy Section. The Travel Payments and Policy Section will review and forward requests for approval to the appropriate control agency.

All requests must be approved by the appointing power or designee and include:

Efforts in recruitment that have been established the position difficult to fill and the extraordinary circumstances that justify state reimbursement of additional relocation.

Locations of the home and new headquarters.

Name of the appointee.

Position class and title.

Movement of Household Goods (Represented and excluded positions):

Required approvals: Appointing power, Division of Accounting (Travel Payments and Policy Section) and the Department of Finance.

Relocation expenses, as defined in CCR 599.723 (1), in excess of the \$1,000 maximum must be approved in advance by the Department of Finance. The move is subject to the same weight and content restrictions and/or approvals as an employee move. See CCR 599.718 and 599.719.

Meals and Lodging (Excluded positions only):

Required approvals: Appointing power, Division of Accounting (Travel Payments and Policy Section), California Department of Human Resources (CalHR) and the Department of Finance.

Approval to reimburse meal and lodging expenses and/or miscellaneous expenses must be obtained in writing prior to making an offer or commitment to reimburse those expenses.

1. Reimbursement up to a maximum of 30 days of temporary lodging and meals at the new headquarters location, limited to the conditions, maximums and receipt requirements applicable to state employee travel reimbursement as set forth in CCR 599.619 (a) and (b). Up to 14 of the 30 days may be used for pre-move house hunting at the new headquarters location, reimbursable after the report date.
2. As described in CCR 599.715.1 reimbursement up to a maximum of \$200 of receipted expenses for installation, connection, or assembly of appliances, antennas or utilities that are related to the establishment of the new household. Deposits are not reimbursable.

Short-Term Subsistence Beyond 30 Days

References: [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.619](#), and [Bargaining Unit Contracts](#)

Required approvals: Appointing power and the Division of Accounting (Travel Payments and Policy Section).

Short-term subsistence (per diem) will be discontinued after the 30th consecutive day assigned to one location unless an extension has been previously documented and approved by the Division of Accounting's Travel Payments and Policy Section.

Returning to the home or headquarters location on days off or weekends does not interrupt the continuity of the assignment and does not exempt the travel from long-term assignment requirements.

Travel expense claims without an exception approval will be reimbursed in accordance with the applicable long-term rates cited by the Bargaining Unit Contract and CCR section 599.619 (1). For information on long-term reimbursement rates, see Chapter 5 - Long-Term Assignment.

Efforts to secure lodging at an establishment that offers long-term, extended stay or monthly rates catering to the long-term visitor must be documented prior to filing an extension request.

All requests must include the following information:

1. Name and job classification of employee.
2. Beginning date and anticipated ending date of assignment.
Consideration will be given to remaining length of the travel assignment.
3. The business need and circumstances which justify an extension of the short-term rate.
4. A description of efforts that were made to secure long-term accommodations including documentation of contact with establishments catering to the long-term visitor.
5. Attach a completed and approved "Long-Term Assignment Information Certification of Subsistence Rates" Form [FA-1350](#).
6. Attach a completed and approved "Caltrans Long-Term Assignment Cost Analysis" Form [FA-1310](#).

Submit requests to the Travel Payments and Policy Section.

Subsistence While on Sick Leave

References: [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.633 and 599.633.1](#), [California Department of Human Resources \(CalHR\) PML 93-28](#), and [State Administrative Manual \(SAM\) Section 0726](#)

Required approvals: Appointing power and Division of Accounting (Travel Payments and Policy Section).

Allows the employee's appointing power (supervisor or manager) to request approval from the Division of Accounting's Travel Payments and Policy Section for payment of meals and/or lodging to an employee who is on sick leave for a period exceeding three (3) days when the illness or injury occurred while on travel status.

Exceptions will not be considered when the employee is confined to a hospital and hospital costs are covered by insurance. Expenses other than hospital costs may be considered.

EXCEPTION CRITERIA

The three (3) day limitation for payment of meals and/or lodging may be exceeded in unusual cases when either the employee is unable to travel or when it is more economical for the state to maintain the employee on sick leave and travel status in order to complete the assignment.

Requests must be in writing and submitted as soon as circumstances are known. Submit requests to the Travel Payments and Policy Section and include the following information:

Name of employee and the address for each of the following:

1. Home and headquarters.
2. Place of confinement during illness and/or injury.
3. Place where expenses are being incurred.
4. Nature of the illness and/or injury and reason for not terminating travel status.
5. Number of days confined during illness.
6. Total cost of expenses incurred.

50 Mile Limit

References: [California Department of Human Resources \(CalHR\) PML 93-28](#), [California Code of Regulations \(CCR\), Administration, Title 2 Section 599.616.1](#), [Bargaining Unit Contracts](#), [State Administrative Manual \(SAM\) Section 0715](#) and [State Controller's Office \(SCO\) Payroll Procedure Manual N 145](#)

OVERVIEW

Required approvals: Appointing power and Division of Accounting (Travel Payments and Policy Section).

In cases where adherence to the 50-mile limitation creates an unusual or unavoidable hardship to the employee, an exception may be requested by the appointing power. The reimbursement for travel expenses within 50 miles of an employee's headquarters and primary residence may only be granted in rare instances, **15 calendar days prior to travel**, and must clearly demonstrate an unusual and unavoidable hardship.

With an approved exception from the Division of Accounting's Travel Policy Section, the Department will reimburse actual, necessary and appropriate travel expenses incurred within 50 miles of an employee's headquarters and primary residence limited to the maximum State per diem reimbursement allowances; see Chapter 4 – Short-Term Travel.

SUPERVISOR RESPONSIBILITY

A supervisor requesting an exception to the 50-mile rule on behalf of an employee must provide a detailed justification explaining the unusual and unavoidable hardship and specific business need that would require an employee to incur per diem expenses within 50 miles of the employee's headquarters and primary residence.

Note the following considerations before initiating a request:

It is not unusual or extraordinary for state employees to commute 50 miles or longer from their homes to headquarters and back again on a daily basis.

Employees who do not live in the immediate vicinity of their headquarters are not eligible to receive per diem when required to work extended hours at their headquarters locations.

For state controlled functions, departments are expected to demonstrate that every consideration has been given to minimizing the cost to the State through responsible planning and scheduling.

The following requests for exception will not be approved:

Circumstances related to traffic congestion.
Expenses associated with networking.
Lunches for trips less than 24 hours.
Meals served at mandatory meetings.
Per diem at an employee's headquarters.
Per diem at an employee's primary residence.

EXCEPTION CRITERIA

All requests must be submitted in writing and include the following information:

1. Name of employee.
2. Address for each of the following:
 - Headquarters
 - Exception site
 - Home
3. Mileage for each of the following distances:
 - Home to headquarters.
 - Headquarters to exception site.
 - Home to exception site.
4. Description of the event or work to be completed.
5. Date(s) requested for exception.
6. Costs to be incurred by this request:
 - Meals
 - Lodging
 - Other
 - Total
7. Justification of need to provide meals and lodging. Cite the unusual and unavoidable circumstances and the business need that would require an employee to incur per diem expenses within 50 miles of the employee's headquarters and primary residence.
8. Sponsorship, if applicable. Include the name of state department or outside entity responsible for planning and scheduling the event. Copies of training or conference agendas and registration forms must be attached to the request.

Submit requests to the Travel Payments and Policy Section.