

## Appendix C – Travel Information & Policy (TIP)

### Travel Information & Policy – 2020

<b>TIP Number</b>	<b>Subject</b>	<b>Issued</b>
<a href="#">20-01</a>	Travel/Relocation Programs – 2020 Mileage Reimbursement Rate for Use of Private Vehicle	01/09/2020
<a href="#">20-02</a>	Travel/Relocation Programs - Long-Term Assignment Transportation	02/06/2020
<a href="#">20-02-R1</a>	Travel/Relocation Programs – Long-Term Assignment Transportation – (Revision)	03/02/2020
<a href="#">20-03</a>	Travel/Relocation Programs – Mass Transit and Vanpool Commute Program Increase	02/20/2020
<a href="#">20-04</a>	Concur Travel – Travel Cancellation Policies	03/16/2020
<a href="#">20-05</a>	Face Covering Compensation – One-Time Only Reimbursement	04/13/2020
<a href="#">20-07</a>	Reimbursement on Tips for Allowable Meal and/or Transportation Expense	05/27/2020
<a href="#">20-08</a>	Transit Incentive – Bicycle Commuter Program Policy	09/09/2020

## Travel Information & Policy – 2019

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

## Travel Information & Policy – 2018

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

## Travel Information & Policy – 2017

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

## Travel Information & Policy – 2016

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

## Travel Information & Policy – 2015

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

## Travel Information & Policy – 2014

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

## Travel Information & Policy – 2013

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

## Travel Information & Policy – 2012

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

## Travel Information & Policy – 2011

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

## Travel Information & Policy – 2010

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

## Travel Information & Policy – 2009

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

## Travel Information & Policy – 2008

TIP Number	Subject	Issued
<a href="#">08-001</a>	Airline Service Fees	06/03/2008
<a href="#">08-002</a>	ResX Website Change	06/18/2008
<a href="#">08-003</a>	Increased Personal Vehicle Mileage Reimbursement Rates	07/01/2008
<a href="#">08-004</a>	American Express Government Corporate Card Payment Policies During a Budget Impasse.	07/07/2008
<a href="#">08-005</a>	Trip Approval Requirements	10/03/2008
<a href="#">08-006</a>	Authorization to Use Privately Owned Vehicle (POV) Form (FA 0205A)	08/11/2008
<a href="#">08-007</a>	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
<a href="#">08-008</a>	Decreased Personal Vehicle Mileage Reimbursement Rates	12/16/2008

## Travel Information & Policy – 2007

TIP Number	Subject	Issued
<a href="#">07-001</a>	Travel Policy Reminders	05/24/2007
<a href="#">07-002</a>	Travel Expense Claim Reimbursements	07/02/2007
<a href="#">07-003</a>	American Express Government Corporate Card Payment Policies During a Budget Impasse. Superseded by Caltrans Travel Tip 2008-004	08/16/2007
<a href="#">07-004</a>	Commercial Rental Car Forms of Payment	09/18/2007
<a href="#">07-005</a>	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
<a href="#">07-006</a>	Airport Parking Expenses	11/09/2007
<a href="#">07-007</a>	Increased Mileage Reimbursement Rates Superseded by Caltrans Travel Tip 2008-003	12/20/2007

## Travel Information & Policy – 2006

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

## Travel Information & Policy – 2005

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

## Travel Information & Policy – 2004

<b>TIP Number</b>	<b>Subject</b>	<b>Issued</b>
<a href="#">04-001</a>	Rental Car Contract	01/22/2004
<a href="#">04-002</a>	In-State Travel Pilot Superseded by Caltrans Travel Tip 2004-03	02/10/2004
<a href="#">04-003</a>	New Travel Agency and On-Line Booking System Superseded by Caltrans Travel Tip 2004-04	03/02/2004
<a href="#">04-004</a>	On-Line Reservation System Superseded by Caltrans Travel Tip 2004-06	03/18/2004
<a href="#">04-005</a>	On-Line Reservation System (RESX) Superseded by Caltrans Travel Tip 2004-06	03/22/2004
<a href="#">04-006</a>	On-Line Reservation System Update Superseded by Caltrans Travel Tip 2004-08	03/24/2004
<a href="#">04-007</a>	Third Party Transactions – Reminder Superseded by Caltrans Travel Tip 2005-03	03/30/2004
<a href="#">04-008</a>	On-Line Reservation System Implementation Superseded by Caltrans Travel Tip 2004-09	04/07/2004
<a href="#">04-009</a>	ResX Implementation Superseded by Caltrans Travel Tip 2004-15	04/13/2004
<a href="#">04-010</a>	Travel Exception Requests	04/16/2004
<a href="#">04-011</a>	Year End Travel Instructions Revision	05/24/2004
<a href="#">04-012</a>	Vanpool Subsidy and Driver Incentive Procedures	06/09/2004
<a href="#">04-013</a>	ResX Users ONLY-ResX Update	06/22/2004
<a href="#">04-014</a>	Navigant Phone Service Problem	08/20/2004
<a href="#">04-015</a>	New Procedures to Request a ResX Account	09/27/2004
<a href="#">04-016</a>	Fringe Benefits/Employee Business Expenses Tax Reporting	10/19/2004

<a href="#">04-017</a>	American Express Government Corporate Card Agreement and Application	10/26/2004
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## Travel Information & Policy – 2003

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