

## **Chapter 12 – Non-Travel Related Expenses**

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## **Business Expense**

References: [California Code of Regulations \(CCR\), Administration, Title 2 Section 599.616](#) and [State Administrative Manual \(SAM\) Section 0710](#)

### **OVERVIEW**

Business expenses consist of charges for business phone calls, faxes, and telegrams; emergency clothing, equipment, or supply purchases that are job related; and other charges necessary to the completion of official business while on travel status. Business phone calls made on privately owned cellular phones may not be eligible for reimbursement; see Chapter 12 - Cellular Phone Purchase and Use for the Department's cellular phone policy.

Employees may claim necessary/emergency expenses on a Travel Expense Claim (TEC) Form [FA-0302](#). All expenses must be explained on the TEC, and if over \$25, must be approved by the Appointing Authority in (Box 18) of the TEC.

Under no circumstances may employees use the TEC reimbursement process instead of purchasing goods or services through methods prescribed by the Office of Procurement and Contracts.

## **Applicants Called for Interview**

References: [California Code of Regulations \(CCR\), Administration, Title 2 Section 599.634](#), [California Department of Human Resources \(CalHR\) PML 93-28](#) and [State Administrative Manual \(SAM\) Section 0725](#)

Applies only to persons who are not currently employed by the State.

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

Reimbursement may be allowed for expenses of professional and technically trained applicants for State employment who are called for employment interviews.

Allows the appointing power to request payment of actual transportation expenses not to exceed ground transportation to and from the nearest airport and one round trip air coach fare, plus applicable tax, between the location from which the applicant is called and the location where the interview is held. However, if an applicant is called from outside the boundaries of the United States, reimbursement shall only apply to that portion of fare for travel within the United States.

The appointing power may also request all or part of lodging and meal expenses in the place where the interview is held, when the appointing power has demonstrated the following:

1. Reasonable efforts were made to coordinate applicant's transportation and interview schedule;
2. Available transportation options were explored with regard to timeliness and convenience; and
3. Resulting interview and transportation arrangements reasonably required the applicant to incur the cost for which reimbursement is being claimed.

Reimbursement for meal and lodging expenses may not exceed the rates provided in CCR 599.619.

### **EXCEPTION CRITERIA**

The criteria for this exception are as follows:

The applicant must have been called to interview for a classification for which it has been determined that the expenditure is necessary in order to recruit qualified persons needed by the State.

The determination and certification for the position must be made in writing and the request for approval to pay expenses must be submitted before the applicant is called for the interview.

Reimbursement for these expenses shall be limited to the time period that is directly related to the candidate's scheduled interview.

Reimbursement shall not be authorized for time spent at the interview location resulting from the candidate's decision to remain for personal reasons.

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

1. Name and address of the applicant and the site of the interview.
2. Title or classification of open position and justification to pay for expenses.
3. Dates of requested travel expenses and estimated amount of per diem expenses, including tax.

## Cellular Telephone/Accessory Purchase and Use

References: [Executive Order B-1-11](#), [Caltrans IT Policy](#).

The Division of Information Technology (IT) administers the usage and purchase of telecommunication equipment, which includes cellular phones and cell phone accessories.

Employees who require cellular phones and cellular phone accessories for state business use are required to contact their Telecommunications Coordinator (Division of Procurement and Contracts) to secure the necessary equipment. Employees who occasionally need a cellular phone to meet their business needs should use loaner or pool cellular phones.

Reimbursement for the purchase of cellular phones and cellular phone accessories is prohibited.

The department provides cellular phones and cellular phone accessories. Purchases for these items received on Travel Expense Claims (TEC) will not be reimbursed. Employees will be instructed to contact their Telecommunications Coordinator for assistance.

Business calls made on personally owned cellular phones are not reimbursable. Exceptions may be considered only in instances of an emergency or when the absence of communication would be detrimental to public safety.

### REIMBURSEMENT CLAIMS

When a personal cellular phone call meets the criteria of an emergency or public safety issue, the expense should be submitted on a TEC and approved by the employee's supervisor. The cost of the phone call should be recorded in the business expense column of the TEC and charged to Object Code 001. The TEC must include the following information:

- The original phone bill (shown as paid).

- Highlighted identification of the phone call claimed as a business expense.

- A complete description of the emergency or safety issue.

## Government Equity Claims

References: [Government Code 905.2](#) and [State Administrative Manual \(SAM\) Sections 2464, 7340, and 8710](#)

The Division of Accounting must deny reimbursement of employee travel expenses for which there is no reimbursement authority cited.

To appeal a denied expense reimbursement, an employee may file an equity claim with the [Department of General Services \(DGS\) Government Claims Program \(GCP\)](#). An equity claim is defined under Government Code 905.2 as a claim where there is no legal obligation on the part of the State for claimed damages or no appropriation is available for payment, but the claimant is requesting equitable relief from the State. The claim must be filed within one (1) year after the incident.

Currently, a \$25 filing fee is required for all government equity claims submitted to GCP. If a claimant receives an award, the Department will refund the \$25 to the claimant.

For detailed instructions on filing an equity claim, see the [Government Claims Program](#) web site.

## Non-Travel Related Materials and Services

References: [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.616 and 599.616.1](#) and [State Administrative Manual \(SAM\) Sections 3580 and 8112-8112.6](#)

### OVERVIEW

On occasion an employee may be required to purchase materials or services and seek reimbursement from the State using a Travel Expense Claim (TEC). The use of the TEC may not, in any way, be used to expand the list of items agencies are allowed to buy without prior approval from the [Division of Procurements and Contracts](#).

The responsibility for the acquisition of material and services is assigned to Division of Procurements and Contracts. Instructions on the acquisition of material and services and required purchasing methods may be found in the Caltrans Acquisition Manual.

The purchase of a rubber stamp identifying an employee as a Registered Professional Engineer/Registered Geologist may be ordered through Form AS-201 via the Business Services Section for the [Division of Engineering Services/TransLab](#).

Items available through state contracts, Prison Industry Authority (PIA) or the Materials Warehouse Catalog must be acquired from the appropriate source. In the event that an item is not available through the appropriate source and needed immediately, contact Division of Procurement and Contracts for advice on the appropriate course of action. A written waiver from PIA is required prior to making a purchase from another vendor of an item available from PIA.

Other purchasing resources include the Cal Card Handbook and Caltrans Information Technology.

Before making a purchase, contact Division of Procurement and Contracts at (916) 227-6000.

### REIMBURSEMENT CLAIMS

The Travel Expense Claim (TEC) Form [FA-0302](#), is used for claiming reimbursement for authorized out-of-pocket expenditures not to exceed \$50.00, limited to:

- Purchases for minor emergencies, services, or other non-travel related items.

- Incidental supplies not stocked by the district office or headquarters, Material Distribution Warehouse, or Prison Industry Authority (PIA).

The following should be submitted to the Division of Accounting's Travel Payments and Policy Section, MS-25 for reimbursement:

Original and one (1) copy of the completed TEC Form [FA-0302](#).

Original and one (1) copy of the receipt.

The written waiver from PIA, if applicable.

## Telecommute Expenses

References: [Government Code Sections 14200-14203](#)

District directors and program managers must approve expenditures for leased office space, office equipment, software, communications devices including hook-up of a separate dedicated phone line, office services and office supplies needed by telecommuting employees at their remote work sites.

**An approved telecommute agreement must be on file with the assigned district or division telecommute coordinator.** For more information, refer to the Department's Telework Program Policy & Procedures.

### Reimbursement Claims

Authorized employees may be reimbursed on a Travel Expense Claim (TEC) with itemized receipts for incidental business expenses necessary for the performance of work assignments and is limited to:

- Photocopy expenses, package delivery expenses, and minor office supplies not available in central supply when approved in advance by the appropriate authority.

- Business related faxes and telephone calls.

- Business related travel from the work-site on the day of travel, including travel to and/or from neighborhood fax and copy centers.

The department will not reimburse employees for the following expenses:

- Travel expenses associated with commuting to the central or residential area-based/satellite work center based office, other than normal ridesharing incentives.

- Employee expenses, including operations, maintenance and insurance for establishing and operation of a home office.

- Utility cost associated with equipment use or occupation of the home.

- Maintenance or repairs of privately owned equipment.

- Office or equipment supplies (unless approved in advance by the supervisor).