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These are the procedures regarding travel to *any* meetings for Oversight and Accountability Commission.

1. **Travel arrangements** should *only* be made through **Sacramento Travel**. Their number is **1-888-645-6437**. If you have not traveled to an OAC meeting you will need to call our office so we can set up a travel profile for you.
2. **Car:** If you are renting a car, please use *only* Enterprise Rent a Car. These reservations can also be made through Sacramento Travel Service.
3. **Travel Expense Claim Worksheet :** Please fill out each section of your and enclose receipts for parking, taxis, shuttles, hotel, itinerary, etc. You won't be reimbursed for items without receipts.

Please send your worksheet and receipts in a timely manner to ensure prompt reimbursement.

4. **Per diem:** Receipts for breakfast, lunch and dinner are not necessary. Your per diem is as follows: breakfast \$6.00, lunch \$10.00 and dinner \$18.00. You will only be reimbursed at the per diem rates; *anything above those amounts will be at your own expense*.
5. **Committee Members:** If you are a and will be traveling to committee meetings, there are several things to consider. First, if the meeting is in the afternoon, overnight accommodations for the previous night will not be reimbursed. However, exception to this policy may be made on a case by case basis. If the meeting occurs in the morning, you may come the night before and OAC will pay for the *one night*. If you wish to stay any extra night(s) to attend the Commission Meeting itself, that will be at your *own expense*. Second, if you attend committee meetings that require you to travel less than 24 hours the State will not reimburse expenses for lunch.

We will process your travel claim once the Travel Expense Worksheet has been filled out and mailed with all the required receipts to our office. You should receive reimbursement within 30 days.

If you have any questions regarding travel related issues, please contact our office.