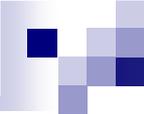


Travel Guidelines for Committee Members January 2011



**Norma Pate, Manager
Commission and
Administrative Support
Unit**



Purpose

- The Mental Health Services Oversight and Accountability Commission (MHSOAC) Travel Guidelines for Committee Members is a reference tool to be used to:
 - Determine the documents needed; and
 - Proper reimbursement rates for travel expenses incurred by committee members.

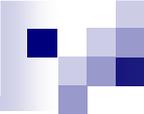


General Rules

- Committee members will be reimbursed in accordance with State per diem laws.
- For State per diem laws, committee members are considered non-salaried consultants and, as such, must follow the MHSOAC Travel Guidelines set forth by the MHSOAC, Executive Director.

General Rules (cont'd)

- All travel arrangements for committee members must be made by the MHSOAC Travel Coordinator. The MHSOAC Travel Coordinator will ensure that each reservation is made in accordance with the State per diem laws.
- It is the responsibility of the committee member to be familiar with and to adhere to all applicable travel rules and regulations and to submit reimbursement claims within 30 days of travel with all receipts.



Required Forms

- **Payee Data Record Form STD. 204**
- **Travel Profile Form**
- **Travel Expense Claim Worksheet**
- **Travel Expense Claim (TEC)**



Travel Profile for _____

Personal Information	Name as it appears on drivers license	
	E-mail address	
	Business phone	
	Home phone	
	Cell phone	
	Fax number	
	Birthdate	
Address	Mailing Address	
Frequent Flyer Programs	Program name	
	Account number	
	Program name	
	Account number	
	Program name	
Airplane Travel Preferences	Position (e.g., aisle, window, center)	
	Location (e.g., forward, rear, wing, exit row, bulkhead, right, left)	
Hotel Room Preferences	Type (e.g., suite, king, double, single)	
	Smoking/non-smoking	
	Special requests	
Rental Car Preferences	Type *(e.g., mid-size, compact, sub-compact, full-size, full-size four-door, luxury, minivan, SUV)	
	Special requests	

*upgrades to rental cars will not be covered by the State.

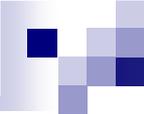


Travel Expense Worksheet

Name			Phone Number		
E-mail			Vehicle License #		
Purpose					
Trip hours	Dates	Departed	Returned		
Expenses	Dates	Details			Amount
Transportation		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental car <input type="checkbox"/> Other			
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental car <input type="checkbox"/> Other			
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental car <input type="checkbox"/> Other			
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental car <input type="checkbox"/> Other			
Own car		Mileage			
Lodging		Location			
		Location			
		Location			
		Location			
Meals		(Not to exceed \$34/day)			
		(Not to exceed \$34/day)			
		(Not to exceed \$34/day)			
		(Not to exceed \$34/day)			
Conference fees		Purpose			
		Purpose			
Other		Purpose			
		Purpose			
		Purpose			
		Purpose			
Please attach receipts for all listed expenses, sign the form and send to MHSOAC Travel Coordinator					
Signature			Date		

Required Forms (cont'd)

- The MHSOAC Travel Coordinator will fill out the TEC and the Commission and Administrative Support Manager will review/approve the TEC.
- The TEC will be forwarded to the State Controller's Office (SCO). Upon approval, SCO will send a check to the committee member.



General Guidelines of State Per Diem

- MHSOAC Travel Coordinator makes reservations for:
 - Hotel
 - Airline
 - Rental cars
 - Bus or rail

General Guidelines of State Per Diem (cont'd)

- MHSOAC will pay commuter type transportation costs from home or office to the meeting location.
- Where public transportation is not available or is available only with an undue loss of time, mileage for personal automobile is allowed.
- A comparison will be made between the cost of mileage and the cost of airfare. If the airfare is lower than the mileage, the amount of the airfare will be reimbursed to the committee member.

General Guidelines of State Per Diem (cont'd)

- All travel to and from the airport should be made by airport shuttle or by public transportation, if available.
- Rental cars used only if other means of public transportation are not available. The MHSOAC Travel Coordinator will assist you in determining if a rental car is appropriate.
- Vehicles must be returned to the vendor with a full tank of gas. Should a vehicle be returned with less than a full tank, the charges will be collected from the committee member.

General Guidelines of State Per Diem (cont'd)

Mileage Reimbursement Rates

Vehicle Type	Mileage Reimbursement Rate
Personal Vehicle	51 cents per mile (effective 1/01/2011)
Private aircraft	50 cents per mile (taxable)
Bicycle	4 cents per mile (taxable)

General Guidelines of State Per Diem (cont'd)

Lodging

Type of Area	Maximum Rate (plus tax per day)
Normal Lodging (Non high cost areas)	\$84.00
High Cost Areas: Alameda, San Francisco, San Mateo, and Santa Clara	\$140.00
High Cost Areas: Los Angeles and San Diego	\$110.00

Travel Meals Rates and Reimbursements

RATES

Breakfast Up to \$6.00

Lunch Up to \$10.00

Dinner Up to \$18.00

Incidentals Up to \$6.00

(Included at the end of each 24 hours of travel)

Breakfast May Be Claimed For

Trips that begin at or before 6 a.m. and end at or after 8 a.m. the following day.

Lunch May Be Claimed For

Trips that begin at or before 11 a.m. and end at or after 2 p.m. the following day.

No lunch may be claimed on trips of LESS than 24 hours.

Dinner May Be Claimed For

Trips that begin at or before 5 p.m. and end at or after 7 p.m. the same day.

Contacts

Commission and Administrative Support Unit

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Questions



