Travel Guidelines for Committee Members
January 2013

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
- Business phone
- Home phone
- Cell phone
- Fax number
- Birthdate
- Mailing Address

Frequent Flyer Programs:
- Program name
- Account number

Airplane Travel Preferences:
- Location (e.g., aisle, window, center)

Hotel Room Preferences:
- Location (e.g., forward, rear, wing, exit row, bulkhead, right, left)

Rental Car Preferences:
- Type (e.g., mid-size, compact, sub-compact, full-size, full-size four-door, luxury, minivan, SUV)

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

Travel Expense Worksheet

Name

Purpose

Trip time

Expenses

Transportation
- Air
- Taxi
- Rental Car
- Other

Lodging

Meals
- (Not to exceed $34/day)

Conference Fees

Other

Please attach receipts for all listed expenses, sign the form and send to MHSOAC Travel Coordinator.

Signature

Date
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 Dept. of General Services/Contracted Fiscal Services (CFS). Upon approval, CFS 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 should be 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.

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Mileage Reimbursement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Vehicle</td>
<td>56.5 cents per mile (effective 1/01/2013)</td>
</tr>
<tr>
<td>Private aircraft</td>
<td>50 cents per mile (taxable)</td>
</tr>
<tr>
<td>Bicycle</td>
<td>4 cents per mile (taxable)</td>
</tr>
</tbody>
</table>
General Guidelines of State Per Diem (cont’d)

Lodging

<table>
<thead>
<tr>
<th>Type of Area</th>
<th>Maximum Rate (plus tax per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Lodging (Non high cost areas)</td>
<td>$84.00</td>
</tr>
<tr>
<td>High Cost Areas: Alameda, San Francisco, San Mateo, and Santa Clara</td>
<td>$140.00</td>
</tr>
<tr>
<td>High Cost Areas: Los Angeles and San Diego</td>
<td>$110.00</td>
</tr>
</tbody>
</table>

Travel Meals Rates and Reimbursements

<table>
<thead>
<tr>
<th>RATES</th>
<th>Up to $6.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
</tr>
<tr>
<td>Incidentals</td>
<td>Up to $6.00</td>
</tr>
<tr>
<td>(Included at the end of each 24 hours of travel)</td>
<td></td>
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</tbody>
</table>

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