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Concur via
CalTravelStore
(soon to be CI
Azumano)

- Concur is the booking system used to book all EMSA business related travel
- To log in, go to <https://www.caltravelstore.com/> and click on Concur Login.
 - All participants will be getting their login information after this meeting.

The screenshot shows the CalTravelStore website. The header includes navigation links: TravelStore, Sign In/Create Account, ICS Trainings, Human Resources, CalHR Home, and Citi Comm. The main banner features a large image of the California State Capitol building. Below the banner, there is a section for "CalTravelStore Contacts" with a brief description of the service and a "DGS Statewide Travel Program & Contacts" link. On the right, there is a "Concur Login" button.

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SAP Concur Home ▾

CALIFORNIA EMERGENCY MEDICAL SERVICES AUTHORITY

01 View Trips

Trip Search

Booking for myself | [Book for a guest](#)

✈️ 🚗 🏠 🚆

Is your driver's license REAL ID compliant? A new form of identification will be required for air travel within the U.S. starting May 7, 2025.
[Click here for more information on REAL ID.](#)

Mixed Flight/Train Search

Round Trip One Way Multi City

From 📍
Departure city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

To 📍
Arrival city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

Search

[Show More](#)

Alerts

Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to **Triplt**. [Connect to Triplt](#) Not right now

Company Notes

Terms of Use: Concur is for official business use only. Booking personal travel on this site is prohibited.

Important Information Regarding Airline Reservations

Flight changes/exchanges for all carriers in Concur are limited to one (1) instance. Additional flight changes/exchange must be called into CalTravelStore. [Read more](#)

My Trips (1)

MAR 07 - 07 Trip from San Diego to Sacramento (For Mr Je...
PDRB Quarterly Meeting

[More ▾](#) ✈️ 🚗

3

Booking



When booking a flight, you have the option to also book a car and hotel in the same reservation.



As much as possible, flights, cars, and hotels should be booked on the same reservation.



If you do not need a flight, you are able to book a rental car or hotel alone, just click on the car or bed at the top of the reservation screen.

Trip Search

Booking for myself | [Book for a guest](#)

✈️ 🚗 🏠 🚆

Is your driver's license REAL ID compliant? A new form of identification will be required for air travel within the U.S. starting May 7, 2025.
[Click here for more information on REAL ID.](#)

Mixed Flight/Train Search

Round Trip One Way Multi City

From 📍
Sacramento, CA - Sacramento Intl Airport
[Find an airport](#) | [Select multiple airports](#)

To 📍
San Diego, CA - San Diego Intl Airport
[Find an airport](#) | [Select multiple airports](#)

Depart 📅 04/01/2024 depart Morning ± 3 ▾

Return 📅 04/04/2024 depart Afternoon ± 3 ▾

☒ Pick-up/Drop-off car at airport

☒ Find a Hotel

Search within 5 miles from
☐ Airport ☐ Address
☐ Company ☒ Reference Point / Zip Code
 Location Code

Reference Point / Zip Code
(e.g. Statue of Liberty, 90210 or Alexandria, VA)
San Diego, CA

Only show results containing:

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Flights

- Concur will show all flights available, however, per Statewide Travel Program policy, only **Southwest** should be used.
 - There are certain exceptions, so if ever in doubt, reach out to the EMSA travel coordinator.
- As much as possible, **UNREFUNDABLE** tickets should be booked.
- To book the flights, click on Select.

The screenshot displays a flight search results page. At the top, there are tabs for different airlines: All (299 results), Southwest (Most Preferred), Alaska Airlines, Multiple, Delta, and American Airlines. Below these, a table shows flight options categorized by stops: Nonstop (36 results), 1 stop (243 results), and 2 stops (20 results). The Southwest Airlines section is highlighted, showing two flight options: a nonstop flight from SMF to SAN on Mon, Apr 1 at 06:00 AM, and another nonstop flight from SAN to SMF on Thu, Apr 4 at 05:00 PM. Both flights are operated by Southwest Airlines (Boeing 737-700). To the right of each flight option, there are buttons for 'Wanna Get Away' (\$191.47) and 'Anytime' (\$286.48), along with a 'Select' button. Below the flight options, there is a section for 'Most Preferred Airline' and a link to 'More fares/details'. At the bottom, there is a 'Review Flights' section with a table showing the flight details for the selected flights.

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Flights Cont.

- Double check the flights you chose and that your name, phone number, and email are all correct.
- Your name should match your ID.
- You are allowed to include a frequent flyer number if you are a part of it.
- Method of Payment
 - Payment for flights will be directly billed to EMSA. You should not be prompted to enter any financial information for flights.
- If everything looks correct, click on Reserve Flight and Continue.

The screenshot shows the final booking confirmation page. On the left, there is a vertical progress bar with four steps: 'Flights Selected' (completed), 'Select a Car' (skipped), 'Select a Hotel' (skipped), and 'Finalize Trip' (current step). The main content area is titled 'Review Flights' and shows the details of the selected flights: a round trip from SMF to SAN on Mon, Apr 1 and Thu, Apr 4. Below this, there is a section for 'Enter Traveler Information' with fields for the primary traveler's name, phone number, and email. The 'Frequent Flyer Programs' section shows that no program has been selected. The 'Seat Assignment' section indicates that pre-reserved seats are not available for this flight. The 'Review Price Summary' section shows a breakdown of the total cost, including the fare, taxes, and fees, with a total estimated cost of \$191.47. The 'Method of payment' section states that the purchase will be charged to the company directly. At the bottom, there is a warning box stating 'This is a Non-Refundable Ticket' and a button to 'Reserve Flight and Continue'.

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Rental cars

- Per Statewide Travel Program policy, only Enterprise should be booked
 - Concur gives the option of Enterprise and National. National should only be used when traveling outside of the state.
- Only Compact and Intermediate sized cars are to be booked.
 - If a larger sized car is needed, prior authorization must be obtained via a DGS OFAM 100 signed by your supervisor and the travel coordinator.

Trip Summary

Flights Reserved

Round Trip
SAN - SAN
Depart: Mon, 04/01/2024
Return: Thu, 04/04/2024

Select a Car

Pick-up: Mon, 04/01/2024
Drop-off: Thu, 04/04/2024

Select a Hotel

Nights: 3
San Diego, CA
Check-in: Mon, 04/01/2024
Check-out: Thu, 04/04/2024

Finalize Trip

Total Estimated Cost

Category	Amount
Air	USD 191.47
Total	USD 191.47

Change Car Search

Car Display Filters

- ☐ Unlimited miles
- ☐ Air conditioning
- ☐ Hybrid
- ☐ Automatic
- ☐ Manual

Pick up: (SAN) on Mon, Apr 1 07:30 AM
Return: Thu, Apr 4 05:00 PM

Hide matrix | Print | Email

	Economy	Compact	Intermediate	Standard	Full-size	Premium	Luxury	Mini
All 49 results								
Preferred		226.64	226.25	234.23	237.72	354.30	399.75	335.17
Preferred	435.37	226.64	226.25	234.23	237.72	354.30	399.75	335.17

Displaying: 49 out of 49 results. Previous 1 2 3 4 5 Next | All

Compact Car - \$37.75 per day (Sabre)

Automatic transmission
Unlimited miles, Pick-up: Terminal, SAN
Adults: 2, Children: 2, Large bags: 1, Small bags: 20
(Corporate rate)

Intermediate Car - \$37.75 per day (Sabre)

Automatic transmission
Unlimited miles, Pick-up: Terminal, SAN
Adults: 2, Children: 2, Large bags: 1, Small bags: 20
(Corporate rate)

Compact Car - \$37.75 per day (Sabre)

Automatic transmission
Unlimited miles, Pick-up: Terminal, SAN
Adults: 2, Children: 2, Large bags: 1, Small bags: 20
(Corporate rate)

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Rental Cars Cont.

- Although an option in Concur, Statewide Travel Program does not allow In-Car GPS systems.
- Double check your driver's name, phone number, and email are correct.
- If you are part of an Enterprise rewards program, you may enter the program information for points.
- As with the flights, rental cars will be billed directly to EMSA so you should not have to give any payment information.
- Once all looks good, click on Reserve Car and Continue.

Trip Summary

Flights Reserved

Round Trip
SAN - SAN
Depart: Mon, 04/01/2024
Return: Thu, 04/04/2024

Car Selected

Pick-up: Mon, 04/01/2024
Drop-off: Thu, 04/04/2024

Select a Hotel

Nights: 3
San Diego, CA
Check-in: Mon, 04/01/2024
Check-out: Thu, 04/04/2024

Finalize Trip

Review and Reserve Car

Review Rental Car
Enterprise Car Rental Location Details

Type	Pick-up	Drop-off
Compact Car	Airport Terminal, SAN: San Diego 07:30 am Mon, 04/01/2024	Airport Terminal, SAN: San Diego 05:00 pm Thu, 04/04/2024

Provide Rental Car Preferences

Your preferences and comments will be passed to the rental car agency.
Comments (30 character max)
[Ex: Need early pick-up (10am)] ☐ Include in-car GPS system ☐ Include ski rack

Enter Driver Information

Ensure the name below matches the I.D. you have with you on the day of pick-up. @

Driver

Name: Ashley Rose Reynolds Phone: 916-639-7839 Email: ashley.arias@ems.ca.gov

Rental Car Agency Program Add a Program
No Program selected

Review Price Summary

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$37.75	Apr 01 - Apr 04	\$226.54*
Total Estimated Cost:			\$326.64
Total Due Now:			\$0.00**

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during trip
** Remaining amount due at rental location.

[Back](#) [Reserve Car and Continue](#)

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Hotels

COUNTIES	RATE
All Counties except those listed below	\$107.00 plus tax
Riverside	\$142.00 plus tax
Sacramento	\$145.00 plus tax
Marin	\$166.00 plus tax
Los Angeles, Orange, Ventura, Edwards AFB, excluding the city of Santa Monica	\$169.00 plus tax
Monterey	\$184.00 plus tax
Alameda	\$189.00 plus tax
San Deigo	\$194.00 plus tax
Napa	\$195.00 plus tax
San Mateo	\$222.00 plus tax
Santa Clara	\$245.00 plus tax
San Francisco and CITY of Santa Monica	\$270.00 plus tax

- Hotels should be reasonable and moderately priced.
- All counties have a maximum lodging reimbursement rate.
 - If unable to find lodging at or under the state approved rate for the county, reach out to EMSA's travel coordinator for approval to book above the price.
- Even though within the approved state rate, any lodging above \$250/night needs an additional approval from CalHR.

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Hotel Cont.

Find the hotel you would like to stay at and click on View Rooms.

Trip Summary

Flights Reserved
Round Trip
SAMP - SAN
Depart: Mon, 04/01/2024
Return: Thu, 04/04/2024

Car Reserved
Pick-up: Mon, 04/01/2024
Drop-off: Thu, 04/04/2024

Select a Hotel
Nights: 3
San Diego, CA
Check-in: Mon, 04/01/2024
Check-out: Thu, 04/04/2024

Finalize Trip

Total Estimated Cost

Air	USD	191.47
Car	USD	226.64
Total	USD	418.11

Change Search

Price: \$69 - \$2,254

Display Settings
☐ Hide Sold Out

Property Brand
☒ Chain ☐ Superchain
☐ AC Hotels (1)
☐ Independent Lodging (1)

It is the responsibility of the employee to be aware of the lodging reimbursement rate for their respective bargaining unit or classification. The most recent short-term lodging reimbursement rates can be found on CalHR's website or by clicking [here](#).

Lodging rates that exceed the reimbursement rate require an [Excess Lodging Form \(STD255C\)](#). For submission requirements, please refer to your department travel coordinator and/or CalHR.

Check-in Mon, Apr 1 - Check-out Thu, Apr 4

Hide Map Print / Email

Company Preferred Accommodation

1. **Holiday Inn Bayside**
4875 North Harbor Dr, San Diego, CA 92106
@2.03 miles ★★★★★
View Rooms

Most Preferred Hotel for Emergency Medical Services Authority

2. **Hyatt Regency Mission Bay Spa And Marina**
1441 Quivira Rd, San Diego, CA 92109
@3.64 miles ★★★★★
View Rooms

Most Preferred Hotel for Emergency Medical Services Authority

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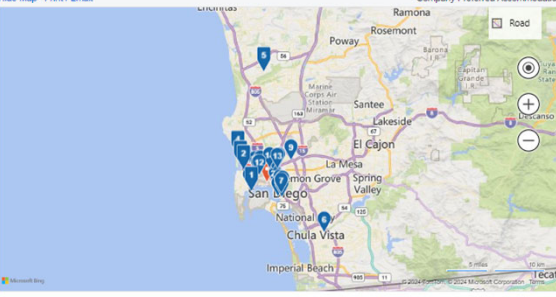
Hotel Cont...

Make sure you choose the State Government or State of California rate.

Check-in Mon, Apr 1 - Check-out Thu, Apr 4

Hide Map Print / Email

Company Preferred Accommodation



Name Search Sorted By: Policy - Most Compliant Displaying: 100 out of 100 results. Previous 1 2 3 4 Next | All

1. Holiday Inn Bayside
4875 North Harbor Dr, San Diego, CA 92106 [Map it](#) **\$184** [Hide Rooms](#)

2.03 miles ★★★★★

Most Preferred Hotel for Emergency Medical Services Authority [Hotel details](#)

The CA Green Lodging Program encourages State and Local government travelers to seek out and give preference to certified green hotels.

Room Options

Government Rate Rate Incl 20 - Dollar Continental Breakfast Credit 50pct Off 1 King Standard Exterior Corridor Building 250 Sq Ft Room No Elevator Access Walk In Shower Minifridge (Sabre) Rules and cancellation policy	<input checked="" type="checkbox"/> \$184
State Government Free Airport - Shuttle Free Wifi Weekday Happy Hour With Free 1 King Standard Exterior Corridor Building 250 Sq Ft Room No Elevator Access Walk In Shower Minifridge (Sabre) Rules and cancellation policy	<input checked="" type="checkbox"/> \$184
Government Rate Rate Incl 20 - Dollar Continental Breakfast Credit 50pct Off 2 Queen Standard Exterior Corridor Building 250 Sq Ft Room No Elevator Access Walk In Shower Minifridge (Sabre) Rules and cancellation policy	<input checked="" type="checkbox"/> \$184

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Hotel Cont...

- Review your information for the hotel. Make sure the check in and check out date are correct.
- If you are part of a hotel rewards program, you can enter in your program number to earn points.
- Unlike flights and car rentals, hotels will NOT be directly billed to EMSA.
 - Travelers will be required to put a personal credit card on file and pay out of pocket.
 - Hotel expenses will be reimbursed via the travel expense claim process.

Trip Summary

Flights Reserved
Round Trip
SMF - SAN
Depart: Mon, 04/01/2024
Return: Thu, 04/04/2024

Car Reserved
Pick-up: Mon, 04/01/2024
Drop-off: Thu, 04/04/2024

Hotel Selected
Nights: 3
San Diego, CA
Check-in: Mon, 04/01/2024
Check-out: Thu, 04/04/2024

Finalize Trip

Review and Reserve Hotel

Review Hotel Room
Holiday Inn Bayside
State Government Free Airport - Shuttle Free Wifi Weekday Happy Hour With Free 2 Queen Standard Exterior Corridor Building 250 Sq Ft Room No Elevator Access Walk In Shower Minifridge
3 Nights | 1 Guest*

Check-in	Check-out	Address	Phone
Monday, April 01, 2024	Thursday, April 04, 2024	4875 North Harbor Dr San Diego, California 92106 United States	619-224-3621

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

Provide Hotel Room Preferences
Your preferences and comments will be passed to the hotel.
Comments (30 character max)
 Ex: Need early check-in (20am)
☐ Request foam pillow ☐ Request rollaway bed ☐ Request crib

Enter Hotel Guest Information
Ensure the name below matches the I.D. shown on the day of check-in. @

Hotel Guest [Edit](#) [Review all](#)
Name: Ashley Rose Reynolds Phone: 516-639-7839 Email: ashley.arias@emsa.ca.gov

Hotel Program [Add a Program](#)
No Program selected

Review Price Summary

Description	Nightly rate	Dates	Total
Holiday Inn Bayside	\$184.00	Apr 01 - Apr 04	\$552.00
Total Estimated Cost: \$552.00*			Total Due Now: \$0.00**

* May not include taxes or additional fees.
** Remaining amount due at hotel location.

Select a method of payment
The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.
EMSA Travel: 0000 [Edit this card](#) [Add credit card](#)
* Indicates credit card is a company card

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Review Price Summary

Description	Nightly rate	Dates	Total
Holiday Inn Bayside	\$184.00	Apr 01 - Apr 04	\$552.00
Total Estimated Cost: \$552.00*			
Total Due Now: \$0.00**			

* May not include taxes or additional fees.
** Remaining amount due at hotel location.

Select a method of payment


The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

EMSA Travel (...9999) [Edit this card](#) [Add credit card](#)

* Indicates credit card is a company card

Accept Rate Details and Cancellation Policy

Please review the rate details and cancellation policy provided by the hotel.

Holiday Inn Bayside


Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 184.00

TOTAL RATE: \$21.51 USD

☒ I agree to the hotel's rate rules, restrictions, and cancellation policy.

[Back](#) [Reserve Hotel and Continue](#)

Hotel Cont...

- Read through the hotel's rate details and cancellation policy
 - It is the traveler's responsibility to know the cancellation policy of the hotel being booked.
 - The state will not reimburse cancellation fees.
- Click the box next to "I agree to the hotel's rate rules, restrictions, and cancellation policy"
- Click on Reserve Hotel and Continue.

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Finalize Travel

- Look through your trip details to make sure everything looks correct.
- If it does, you will click Next.

Trip Summary

- ☒ Finalize Trip
- [Review Travel Details](#)
- [Enter Trip Information](#)
- [Submit Trip Confirmation](#)

Travel Details

Trip Overview

I want to... [Print Itinerary](#) [Email Itinerary](#)

Trip Name: Trip from Sacramento to San Diego [\(Go\)](#)

Start Date: April 01, 2024

End Date: April 04, 2024

Created: February 20, 2024, Ashley Reynolds (Modified: February 20, 2024)

Description: (No Description Available) [\(Go\)](#)

Agency Record Location: JFZMNC

Passengers: Ashley Rose Reynolds

Total Estimated Cost: \$970.11 USD [\(Details\)](#)

[Airfare must be ticketed by: 02/21/2024 11:00 PM Pacific](#)

[Add to your Itinerary](#) [Car](#) [Hotel](#)

Reservations

Monday, April 01, 2024

Flight Sacramento, CA (SMF) to San Diego, CA (SAN) [Change](#) [Cancel All Air](#)

Southwest 4210
Operated by: Southwest

Departure: 06:00 AM
Sacramento Intl Airport (SMF)
Terminal: CENTRAL TERMINAL B
Duration: 1 hour, 30 minutes
Nonstop

Arrival: 07:30 AM
San Diego Intl Airport (SAN)
Terminal: 1

Additional Details
Aircraft: Boeing 737-700
Distance: 480 miles
E-Ticket
Emissions: 303.4 lbs CO₂
Cabin: VAWNA GET AHEAD (A)

Confirmation: 4W7KT7
Status: Confirmed

Seat: No seat

Enterprise Car Rental at: San Diego US (SAN) [Change](#) [Cancel](#)

Pick-up at: San Diego US (SAN)

Pick Up: 07:30 AM Mon Apr 1
Pickup at: San Diego US (SAN)
Number of Cars: 1

Return: 05:00 PM Thu Apr 4
Returning to: San Diego US (SAN)

Confirmation: 1196316538SCOUNT
Status: Confirmed
Frequent Guest Number: @00000409
Rate Code: ZLUBMS

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Holiday Inn Bayside

4875 North Harbor Dr
San Diego, California, 92106
US
619-224-3621

Checking In: Mon Apr 1
Room 1, Days 3, Guests 1

Checking Out: Thu Apr 4

Additional Information
Daily Rate: \$184.00 USD

Room Details
Room Description: RoomDescriptionCodeTOT133A
Special Instructions: Earlycheckin

Cancellation Policy
Cancellation Fees may apply.
Must Cancel 1 Day(S) Prior To Arrival.

[Add to your Itinerary](#)

[Change](#) | [Cancel](#)

Confirmation: 66070302
Status: **Confirmed**

Total Rate: \$552.00 USD

Thursday, April 04, 2024

Flight San Diego, CA (SAN) to Sacramento, CA (SMF)

Southwest 1089
Operated by: Southwest

Departure: 05:00 PM
San Diego Intl Airport (SAN)
Terminal: 1
Duration: 1 hour, 40 minutes
Nonstop

Arrival: 06:40 PM
Sacramento Intl Airport (SMF)
Terminal: CENTRAL TERMINAL B

Additional Details
Aircraft: Boeing 737 MAX 8
E-Ticket
Emissions: 303.4 lbs CO₂
Cabin: WANNAGETAWAY (A)

[Add to your Itinerary](#)

[Change](#) | [Cancel all Air](#)

Confirmation: 4W7KT7
Status: **Confirmed**

Seat: No seat

Distance: 480 miles

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Total Estimated Cost

Air		View Fare Rules
Airfare quoted amount:		\$150.02 USD
Taxes and fees:		\$41.45 USD
	Air Total Price:	\$191.47 USD
Hotel:		\$552.00 USD
Car:		\$226.64 USD
Total Estimated Cost:		\$970.11 USD

Restrictions

Quote: **NONREF/NONTRANSFERABLE**

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Remarks

CALTRAVELSTORE PHONE NUMBER 877 454-8785

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Next >>](#) [Cancel Trip](#)

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Finalize Travel

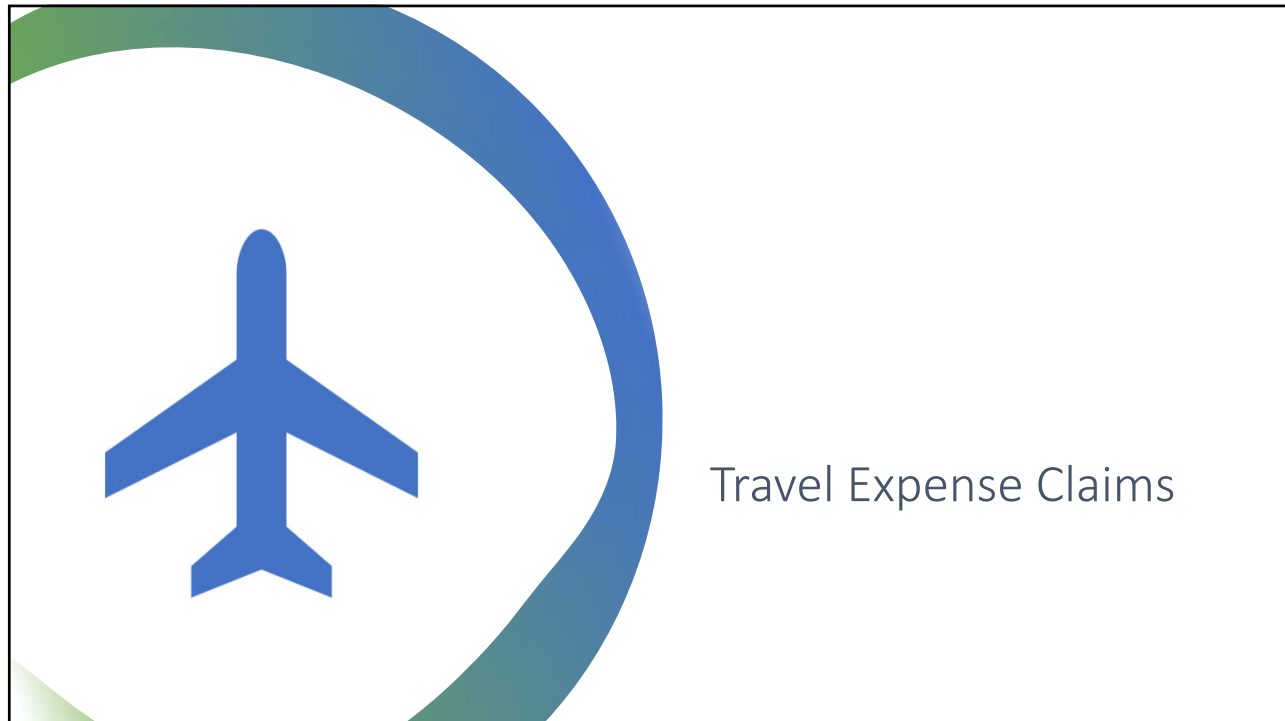
- The next page to come up will let you put a trip description.
- You must also agree to the Terms of Use
 - Is this for state business?
- There is a drop down for the purpose of the trip.
- Once completed, click Next.

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Finalize Trip

- A new screen will come up with another summary of the trip.
- Check again that everything looks correct.
- At the bottom of the screen there will be Purchase Tickets.
- You will receive an email with your itinerary for the trip.

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TEC Example

STATE OF CALIFORNIA - DEPARTMENT OF PERSONNEL ADMINISTRATION															
TRAVEL EXPENSE CLAIM															
STD. 262 (REV. 9/2007)															
CLAIMANT'S NAME Jane Doe						SSN or EMPLOYEE NUMBER*			DEPARTMENT						
POSITION Calmat				CB/ID No.		DIVISION or BUREAU EMSA Calmat				INDEX NUMBER					
RESIDENCE ADDRESS * 1234 Travel Way						HEADQUARTERS ADDRESS 11120 International Drive, Floor 2				TELEPHONE NUMBER					
CITY Sacramento		STATE CA		ZIP CODE 95828		CITY Rancho Cordova		STATE CA		ZIP CODE 95670					
(1) NORMAL WORK HOURS						(2) PRIVATE VEHICLE LICENSE NUMBER 1234ABC			(3) MILEAGE RATE CLAIMED 0.655						
(4) MONTH/YEAR 10/2023		(6) LOCATION WHERE EXPENSES WERE INCURRED		(7) LODGING		(8) MEALS BREAK-FAST LUNCH		(9) INCIDENTALS		(10) TRANSPORTATION (A) COST OF TRANS. (B) TYPE USED (C) CARFARE, TOLLS, PARKING (D) PRIVATE CAR USE		(11) BUSINESS EXPENSE		(12) TOTAL EXPENSES FOR DAY	
(5) DATE TIME															
10/23 1100		Sacramento to Point Mugu		132.27				15.25		32.59 T		10.00 25.00 16.38		206.49	
10/24		Point Mugu		132.27				14.23				10.00 0.00		156.50	
10/25 2000		Point Mugu to Sacramento						21.55		32.59 T		30.00 25.00 16.38		100.52	

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Meals

Meal and Incidental Expense Category	Effective January 1, 2024: Reimbursement Rate for Actual Expense
Breakfast	Up to \$13
Lunch	Up to \$15
Dinner	Up to \$26
Incidentals	Up to \$5
Total Daily Maximum Allowance	Up to \$59

Trips longer than 24 hours

- First day of travel
 - Trip begins at or before 6am – Breakfast can be claimed
 - Trip begins at or before 11am – Lunch can be claimed
 - Trip begins at or before 5pm – Dinner can be claimed
- Continuing Travel after 24 hours
 - Trip ends at or after 8am – Breakfast can be claimed
 - Trip ends at or after 2pm – Lunch can be claimed
 - Trip ends at or after 7pm – Dinner can be claimed

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Backup Documentation

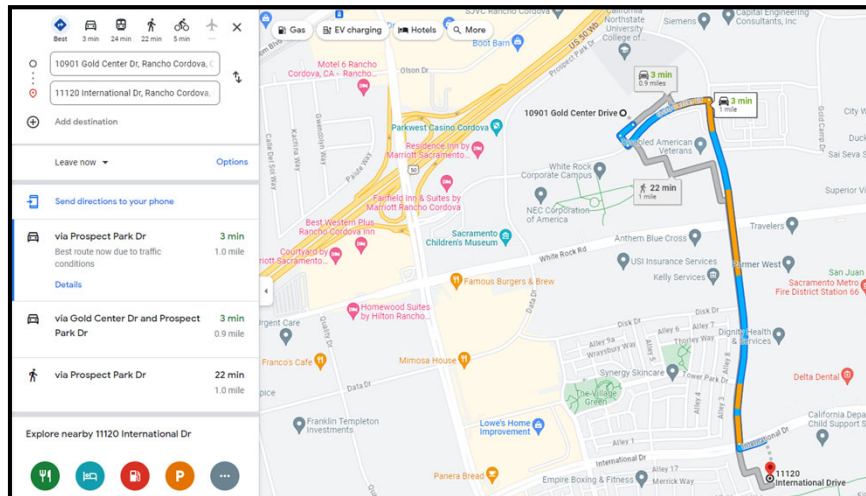
- If you are claiming **MEALS**, you are not required to submit a receipt, HOWEVER, you must be able to present one upon request from EMSA, CalHR auditor, or IRS.
- A meal is not claimable if it is provided by the hotel or EMSA.
- Lunch is not reimbursable for trips less than 24 hours.
- For trips less than 24 hours, meals will be taxed.



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Backup Documentation

- If you are claiming **MILEAGE**→You will need to submit **MAPS**.
- The current mileage rate is \$0.67/mile.



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Backup Documentation

- If you are claiming **LODGING**→You will need to submit a **ZERO BALANCE FOLIO/RECEIPT**



HAMPTON INN AND SUITES BY HILTON
WATSONVILLE
75 LEE ROAD
WATSONVILLE, CA 95076
United States of America
TELEPHONE 831-322-5080 • FAX 831-322-5055
Reservations:
www.hilton.com or 1 800 HILTONS

DOE, JANE

10901 GOLD CENTER DR

RANCHO CORDOVA CA 95670
UNITED STATES OF AMERICA

Room No: 232/NKJU
Arrival Date: 3/16/2023 5:08:00 PM
Departure Date: 3/17/2023 5:55:00 AM
Adult/Child: 2/0
Cashier ID: TNUCHAI
Room Rate: 139.00
AL:
HH #
VAT #
Folio No/Che 66427 A

Confirmation Number: 95319968

HAMPTON INN AND SUITES BY HILTON WATSONVILLE 3/17/2023 5:54:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
3/16/2023	152288	GUEST ROOM	\$139.00
3/16/2023	152288	OCCUPANCY TAX	\$16.68
3/16/2023	152288	COUNTY TOURISM ASSESSMENT	\$2.10
3/16/2023	152288	STATE TOURISM ASSESSMENT	\$0.28
3/17/2023	152386	MC *0104	(\$158.06)
BALANCE			\$0.00

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Backup Documentation

- If you are claiming **PARKING** → You will need to submit a **RECEIPT**

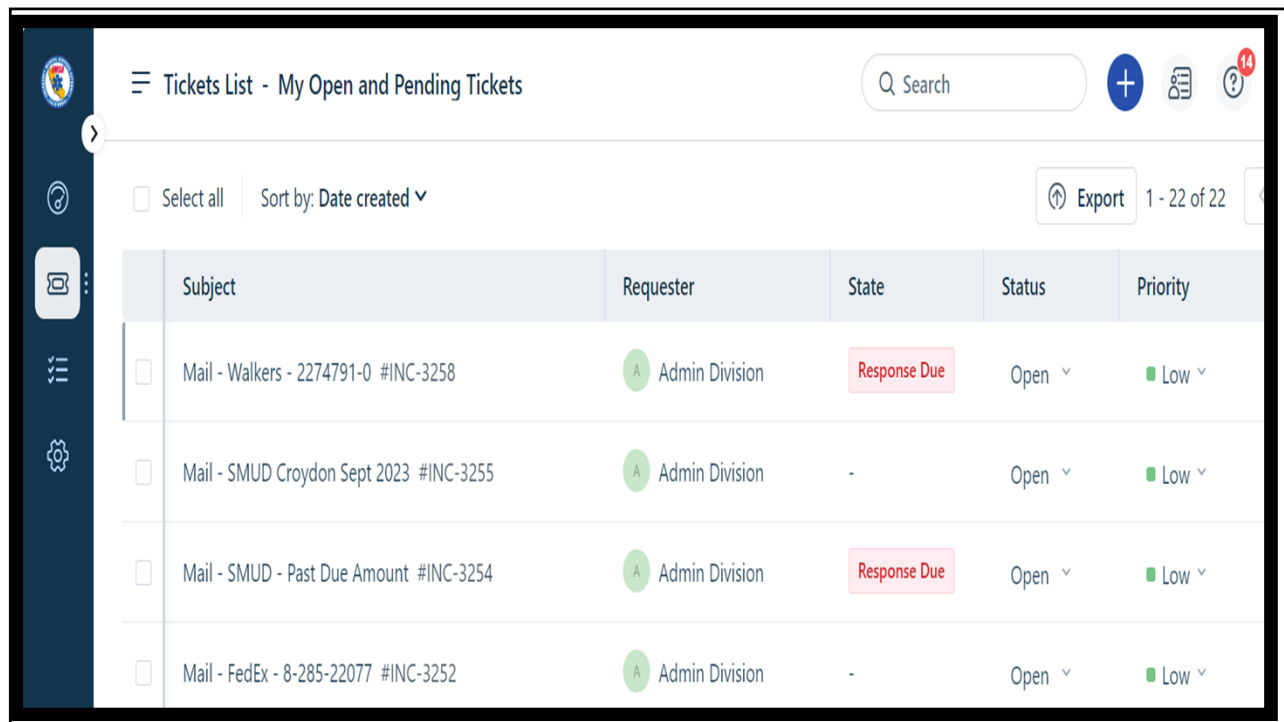
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Completed TEC

- Once you have filled out the travel expense claim and attached the back up documentation, send the completed packet to Katherine Rice.
- Katherine will forward them to a supervisor for signature.
- Once a supervisor has signed off on it, a service ticket will be created.



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	Subject	Requester	State	Status	Priority
<input type="checkbox"/>	Mail - Walkers - 2274791-0 #INC-3258	A Admin Division	Response Due	Open ▾	Low ▾
<input type="checkbox"/>	Mail - SMUD Croydon Sept 2023 #INC-3255	A Admin Division	-	Open ▾	Low ▾
<input type="checkbox"/>	Mail - SMUD - Past Due Amount #INC-3254	A Admin Division	Response Due	Open ▾	Low ▾
<input type="checkbox"/>	Mail - FedEx - 8-285-22077 #INC-3252	A Admin Division	-	Open ▾	Low ▾

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What Happens Next?

- Once a ticket is created for your TEC by Katherine, it will go into the travel work queue.
- Travel will audit the TEC for completeness and send it to Contracted Fiscal Services (CFS).
- CFS will check to see if you are in Fi\$Cal and audit the TEC again.
- If all is good, they will forward it to SCO for payment.
- Once the TEC is in SCO's hands, it is a waiting game for the check to come in.
- Typical wait time for reimbursement is 4-8 weeks.

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Resources

- [DGS Statewide Travel Program](#)
- [CalHR Travel Policy](#)

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