



Paramedic Disciplinary Review Board Quarterly Meeting Meeting Materials

June 6, 2024

1. Meeting Minutes from March 7, 2024



Paramedic Disciplinary Review Board Quarterly Meeting

Meeting Minutes

March 7, 2024
1:00 p.m. – 4:00 p.m.

Physical Meeting Location:
11120 International Drive, Suite 200
Rancho Cordova, CA 95670

Board Members Present:

David Konieczny, Paramedic, *Board Chair*
Jesse Conner, Paramedic
James De La Torre, MD, Physician
Kelli Moore, Public Member
Richard Ramirez, Paramedic
Ann Viricel, Public Member

Board Members Excused:

Jane Kang, Paramedic

EMS Authority Staff Present:

Gurdeep Nagi, Project Manager and Advisor
Katherine Rice, Paramedic Disciplinary Review Board Analyst
Diane Sabonis, Paramedic Disciplinary Review Board Attorney
Ashley Williams, Deputy Director of Legislative and External Affairs

1. Call to Order/Roll Call/Establishment of a Quorum

Board Chair David Konieczny called the meeting to order at 1:01 p.m. on March 7, 2024. Board Chair David Konieczny served as the meeting facilitator and conducted roll call. Quorum was established to conduct business.

2. Public Comments on Items not on the Agenda

There was no public comment.

3. Review and Approval of December 7, 2023 Meeting Minutes

Board Discussion

Board members made no comments or requests for amendments to the minutes.

Public Comment

There was no public comment.

Board Action

Jesse Conner moved to approve the December 7, 2023 Paramedic Disciplinary Review Board Meeting Minutes as presented. Kelli Moore seconded the motion.

As noted above, there was no public comment.

Board Chair David Konieczny called for a vote on the motion and took roll call. The motion carried unanimously.

4. Closed Session

The Board convened in closed session as authorized by Government Code section 11126(c)(3) to deliberate on one proposed disciplinary decision.

5. Per Health and Safety Code section 1797.125.07, the board will review and make recommendations regarding the violation HSC 1798.200(c)(8) as set forth in the Recommended Guidelines for Disciplinary Orders and Conditions of Probation, dated July 26, 2008 (Health and Safety code section 1798.200(c))

Ms. Sabonis discussed the current progressive disciplinary scheme listed in the Recommended Guidelines for Disciplinary Orders and Conditions of Probation, dated July 26, 2008, via PowerPoint slides in Attachment 1, slides 1 and 2.

Ms. Sabonis provided comparisons to the progressive disciplinary schemes used by the California Medical Board and the Board of Registered Nursing via PowerPoint slides in Attachment 1, slides 3 and 4.

Ms. Sabonis presented information on Assembly Bill 2188 and Senate Bill 700 which added an additional protection to the Fair Employment and Housing Act to employees and in housing accommodations by adding section 12954 to the California Government Code effective January 1, 2024 (see PowerPoint slides in Attachment 1, slides 5 through 12).

Ms. Sabonis reviewed the inquiry for purposes of whether facts sustain a violation of 1798.200(c)(8) is not an employee/employer inquiry under the Fair Employment and Housing Act but whether a paramedic violated or attempted to violate any federal or state statute or regulation which regulates narcotics, dangerous drugs, or controlled substances. The inquiry is fact based and the board and ALJs must consider criteria set forth in the Recommended Guidelines for Disciplinary Orders and Conditions of Probation, dated July 26, and reviewed the Disciplinary Consideration Factors that must be considered when determining appropriate discipline (see PowerPoint slides in Attachment 1, slides 13 through 17).

Ms. Sabonis presented a summary of the types of regulation violations or attempted violations that would support a (c)(8) violation (see PowerPoint slides in Attachment 1, slides 18 and 19).

Board Discussion

Jesse Conner noted that THC is a schedule I controlled substance federally and state law allows use of it but (c)(8) has a broad requirement that paramedics obey all federal and state laws. He expressed concern about this violation in terms of conflict between California and Federal laws that allow marijuana use on off duty time which conflicts with federal law.

Ms. Sabonis noted that according to AB 2188, off duty use of marijuana is allowed but no use is permitted while on the job and that is what would be looked at in terms of violations of state law for a (c)(8) inquiry.

Mr. Conner then asked whether some clean-up of the language of this violation should be done to reflect that state and federal law conflict on this matter. Ms. Sabonis replied that the board could not change the language of the (c)(8) violation to delete consideration of the use of marijuana. The board's mandate per AB 450 is to review the progressive discipline of the (c) violations and to determine if any changes should be made. To change the language of the (c)(8) violation, one would have to go to the legislature.

Jesse Conner questioned why Optional Condition two (2) was added to the (c)(8) violation as the (c)(8) violation addresses violations of laws regarding narcotics, dangerous drugs, or controlled substances, whereas the (c)(9) violation addresses alcohol? Ms. Sabonis explained that all the Optional Conditions do not have to be added in every case, only the ones that are necessary. Jesse Conner asked to clean up the language regarding the Optional Conditions stating that the language does not clearly articulate this intent. Ms. Sabonis suggested adding language along the lines of, "and Optional Conditions including but not limited to..."

Jesse Conner asked if the violations could be duplicative at times in that a person commits one offense but is charged with multiple charges because they overlapped. Ms. Sabonis discussed that EMSA legal and EMSA investigations look at all the facts and determine if the facts support the violations. Ms. Sabonis further explained that in reviewing an ALJ's Proposed Decision, it is the board's job to decide whether the facts support the violation(s).

David Konieczny asked if the board changed the Optional Conditions language for the (c)(8) violation, would it make sense to make the same change to all the other (c) violations for consistency? Ms. Sabonis agreed.

Jesse Conner, David Konieczny, Kelli Moore, and James De La Torre discussed possible changes to the language and proposed changing the language to "consideration for the addition of Optional Conditions..."

Public Comment

There was no public comment.

Board Action

Jesse Conner moved to change the language regarding the optional conditions for Health and Safety Code 1798.200(c)(8) to "All standard conditions and consideration for the addition of optional conditions..." Anne Viricel seconded the motion.

As noted above, there was no public comment.

Board Chair Konieczny called for a vote on the motion and took roll call. The motion carried unanimously.

James De La Torre motioned to adopt the progressive discipline for Health and Safety Code 1798.200(c)(8) as it is currently published in the Recommended Guidelines for Disciplinary Orders and Conditions of Probation, dated July 26, 2008. Kelli Moore seconded the motion.

As noted above, there was no public comment.

Board Chair Konieczny called for a vote on the motion and took roll call. The motion carried unanimously.

Kelli Moore motioned to change the language relating to the optional conditions for all the previously discussed 1798.200(c) violations. James De La Torre seconded the motion.

As noted above, there was no public comment.

Board Chair Konieczny called for a vote on the motion and took roll call. The motion carried unanimously.

6. Board Training – Overview of Bagley-Keene Open Meeting Act and California Public Records Act, Elizabeth Wied, Attorney, EMSA

Elizabeth “Beth” Wied, Attorney with EMSA's Legal Unit, discussed the Bagley-Keene Open Meeting Act and the California Public Records Act via PowerPoint Slides in Attachment 2.

Board Discussion

Jesse Conner asked if just highlighting documents would be considered a note that would need to be disclosed during a Public Records Act request. Elizabeth Wied stated that would be considered a note that would need to be disclosed. Elizabeth Wied also discussed texting, which could easily turn into a serial meeting.

Public Comment

There was no public comment.

7. Board Training – Travel Training by Ashley Reynolds, Staff Services Analyst, EMSA

Ashley Reynolds, Staff Services Analyst with EMSA's Administration Unit, discussed how to book travel arrangements for state required travel, and the Travel Expense Claim process for reimbursement of any state required travel via PowerPoint slides in Attachment 3.

Board Discussion

James De La Torre asked if Uber would be considered the same as a taxi, and if he could just forward the email received from Uber directly to EMSA as part of the documentation. Ashley Reynolds stated yes, Uber, Lyft, etc. would all be considered a taxi. Ashley Reynolds discussed that the board members may forward the e-mail, but to make sure it is part of the completed packet that is being sent in; otherwise, it can get messy receiving multiple e-mails with documents in them.

David Konieczny asked if the board members needed to get insurance on the rental cars. Ashley Reynolds stated no, the state is self-insured, and the board members do not have to worry about getting or providing insurance.

Public Comment

There was no public comment.

8. Topics for June 6, 2024 Meeting Agenda

Board Discussion

Jesse Conner asked to follow up on the HSC 1798.200(c)(9) violation, specifically to elaborate on the definition of misuse of alcohol and refine the language of the violation to better incentivize self-reporting before it becomes a problem.

Public Comment

There was no public comment.

9. Adjournment

Board Chair David Konieczny adjourned the meeting at 2:52 p.m. on March 7, 2024.



Attachment 1



HSC 1798.200(c)(8)

Violating or attempting to violate any federal or state statute or regulation which regulates narcotics, dangerous drugs, or controlled substances.

1

Recommended Guidelines for Disciplinary Orders and Conditions of Probation:

- Maximum Discipline: Revocation.
- Recommended Discipline: Revocation stayed, 60-day suspension, and 3-year probation with terms and conditions.
- Minimum Discipline: Revocation stayed, and 3-year probation with terms and conditions.
- Minimum Conditions of Probation: All Standard Conditions, and Optional Conditions 1, 2, 3, 4, and 10.

2

Comparison to the California Medical Board:

- Conviction of drug violation, violation of drug statutes, excessive use of controlled substances, practice under the influence of narcotic(s).
 - Maximum Discipline: Revocation
 - Minimum Discipline: Revocation stayed, 60-day suspension or more, and 5-year probation.
- Illegal sales of controlled substances: Revocation.
- Prescribing to addicts: Revocation, or 60-day suspension, and 5-year probation.

3

Comparison to the Board of Registered Nursing:

- B&P Code 2762 conviction of a criminal offense involving the prescription, consumption, or self-administration of narcotics, dangerous drugs, or alcohol, or the possession of, or falsification of a record pertaining to narcotics or dangerous drugs.
- Separated into sub violations:
 - Recommend revocation when nurse was under the influence, withheld, or substituted drugs while on the job.
 - For documented participation in an ongoing rehab program but not when under the influence/ withholding, or substitution of drugs on the job: Revocation stayed, with 3-year probation.
 - For conviction of falsification of records pertaining to controlled substances: Revocation stayed, and 3-year probation.

4

Assembly Bill 2188

This bill added section 12954 to the California Government Code, part of the California Fair Employment and Housing Act found in *Cal. Government Code sections 12900-12999*.

This Act protects/safeguards the right and opportunity of all persons to seek, obtain, and hold employment or in housing accommodations without discrimination.

5

An employer cannot discriminate on the basis of:

- Age
- Marital status
- Sex
- Gender
- Gender identity
- Gender expression
- Sexual orientation
- Race
- Color
- National Origin
- Ancestry
- Religious creed
- Physical disability
- Mental disability
- Medical condition
- Genetic information
- Reproductive health decision-making
- Military status
- Veteran status

6

- Section 12954 adds an additional protection effective January 1, 2024:
 - An employer cannot discriminate in hiring, termination or any condition of employment, or otherwise penalize a person if the discrimination is based on:
 - Drug screening that found nonpsychoactive cannabis metabolites in hair, blood, urine, or other bodily fluids.
- The legislature found that metabolites of THC, while they indicate a person has consumed cannabis in the past few weeks, do not indicate impairment.
- The legislature then defined Tetrahydrocannabinol (THC) as the psychoactive component of cannabis because the presence of this substance can indicate impairment and cause psychoactive effects.

7

- An employer can employ employment/pre-employment drug screening tests that do not screen for non-psychoactive cannabis metabolites.
- An employer can make employment decisions based on the results when the test screens for THC.

8

- The statute does not restrict an employer from maintaining a drug and alcohol-free workplace as specified in section 11362.45 of the Health and Safety Code.
- The statute does not permit an employee to possess, be impaired by, or to use cannabis on the job.

9

- The statute does not apply to:
 - Applicants/employees hired for positions that require a federal government background investigation or security clearance
 - OR
 - Employees in jobs receiving federal funding, or federal licensing-related benefits, or entering into a federal contract

10

Senate Bill 700

Amended section 12954:

- Making it unlawful for an employer to request information from an applicant for employment relating to the applicant's prior use of cannabis

And from

- Using information about a person's prior cannabis use obtained from the person's criminal history unless the employer is permitted to consider or inquire about that information under section 12952 or other state or federal law.

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EMSA Central Registry System

- Requires all EMT-I, EMT-II, and EMT-P to submit fingerprint images to the authority for submission to the California DOJ for state and federal level criminal offender record information search for the following information:
 - Existence of and content of a record of State or Federal convictions
 - State or Federal arrests
 - Whether the person is free on bail or on own recognizance pending trial or appeal
 - Information on subsequent arrests

HSC 1797.117 and 1797.118

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What is the Inquiry?

- Not a determination of employer/employee conduct under the Fair Employment and Housing Act.
- The inquiry is whether a federal or state statute or regulation was violated or whether there was an attempted violation.
- If there is a violation:
 - EMSA/ALJs/PDRB apply the disciplinary guidelines.

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Prohibition on use of controlled substances/alcohol when on probation:

- Not a determination of employer/employee conduct under the Fair Employment and Housing Act.
- If the licensee is on probation and must abstain from use, the licensee will be prohibited from using cannabis the same as if prohibited from using alcohol.

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The Board shall develop and implement progressive discipline to aid in considering appeals of licensure which shall include all of the following:

1. The nature and duties of a paramedic.
2. The time that has elapsed since the licenseholder's offense.
3. The nature and gravity of the offense.
4. The employer-imposed discipline for the offense.
5. The licenseholder's prior disciplinary record.
6. Mitigating evidence.

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7. Prior warnings to the licenseholder on record or prior remediation.
8. The actual harm to the patient and the actual harm to the public.
9. Evidence of the licenseholder's rehabilitation.
10. Evidence of an expungement proceeding, if applicable.
11. The licenseholder's compliance with the terms of their sentence or a court order, if criminally convicted.
12. Aggravating evidence.
13. The licenseholder's overall criminal record.

HSC 1797.125.07(b)

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Determining whether a violation or attempted violation has occurred is a fact-based inquiry.

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Most cases where a (c)(8) violation is charged involve the following types of violations or attempted violations:

- Theft of medications.
- Use of medications without prescriptions in violation of HSC 11350.
- Possession of controlled substances.
- One case of violation of HSC 11359, unlawful possession of marijuana for the purpose of sale, based on home-based marijuana grow operation.

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A (c)(9) violation is charged as well for:

- Appearing under the influence at work,
- Positive drug tests, and
- Charges of driving under the influence

Many times, other violations are charged as well, such as violation of (c)(5), (c)(6), and/or(c)(11).



Attachment 2



Bagley-Keene Open Meeting Act

Presented to the Paramedic Disciplinary Review Board
March 7, 2024

1

Purpose and Policy

- ☐ It is the public policy of this state that public agencies exist to aid in the conduct of the people's business and the proceedings of public agencies be conducted openly so that the public may remain informed.
 - ☐ In enacting this article, the Legislature finds and declares that it is the intent of the law that actions of state agencies be taken openly and that their deliberation be conducted openly.
-

2



Purpose and Policy

- ❑ The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.
-

3



California Open Meeting Laws

- ❑ The Ralph M. Brown Act: Government Code Section 54940.5, et seq. Enacted 1953. Covers "local agencies" which are defined as: "[A] county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission or agency thereof, or other local public agency."
 - ❑ The Bagley-Keene Open Meeting Act: Government Code Sections 11120, et seq. Enacted 1967. Covers "state bodies" which are defined as "[e]very state board, or commission, or similar multimember body of the state that is created by statute or required by law to conduct official meetings and every commission created by executive order."
-

4

Bagley-Keene in a Nutshell

A majority of members of a state body shall not meet, either serially or all together, in one place, to address issues under the body's jurisdiction.

5

State Bodies

Types of State Bodies:

☐ Advisory Bodies

- Created by the Legislature
- Created by formal action of another body
 - If fewer than two members, not covered by Bagley-Keene

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State Bodies

- ❑ Delegated Body
 - Power to act has been delegated by another body
 - ❑ Commissions Created by the Governor
 - Via Executive Order
 - ❑ Body Determined by Membership
 - A member in their official capacity serves as a representative on another body which is funded in whole or in part by the member's state body.
-

7



When Does Bagley-Keene Apply?

→ Always! ←

- ❑ From the time of appointment, even though service on the body has not commenced, until the time service has completed.
 - Any person appointed or elected to serve as a member of a state body who has not yet assumed the duties of office shall conform his or her conduct to the requirements of this article and shall be treated for purposes of this article as if he or she has already assumed office.
-

8



What is a Meeting?

- ❑ Any congregation of a majority of the members of a state body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the state body to which it pertains.
 - ❑ A majority of the members of a state body shall not, outside of a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the state body.
-

9



Considerations & Exemptions

- ❑ Public Contact
 - It is ok to communicate with members of the public.
 - Problems arise when the public individual contacts a quorum of members.
 - Safe harbor – if the contact has not been solicited or orchestrated
 - Policy consideration – is such contact outside of a properly noticed meeting advisable?
-

10



Considerations & Exemptions

- ❑ Social Gatherings / Conferences and Retreats
 - Purely social gatherings are exempt from Bagley-Keene; however, topics within the jurisdiction of the state body are not to be discussed.
 - Conferences must be open to the public and involve subject matter of general interest to persons or bodies in a given field.
 - Topics within the jurisdiction of the state body should still not be discussed.
 - Conferences such as strategic planning sessions are not exempt.

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Notice & Agenda Requirements

- ❑ Notice and the agenda of a meeting must be made available at least 10 days prior to the meeting.
 - Must be sent to persons that have requested it
 - Must also be posted on the internet
 - Must state time and place of the meeting
 - Include name, phone number, and address of contact person
 - Must comply with the Section 202 of the ADA to be available in alternative formats
 - Location must also be accessible
 - Must include a brief description of each item of business to be transacted or discussed
 - Applies to both open and closed meetings
- ❑ The notice and agenda must provide sufficient information so as to allow individuals to decide if they want to spend the time (and money) to attend the meeting to provide input.

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Types of Meetings

- ❑ Regular
 - Those occurring under normal, ordinary circumstances, with proper 10-day notice
 - Two circumstances where agenda items can be added after the 10-day notice for a regular meeting has posted:
 - Immediate action
 - Requires 48 hours notice
 - Where the topic to be added requires immediate action and came to the attention of the body after the meeting notice was posted.
 - Requires a 2/3 vote or unanimous vote if 2/3 of the members are not present
 - The body must make a specific finding that the 10-day notice would impose a substantial hardship on the body or that immediate action is required to protect the public interest and must provide a factual basis for such finding.
 - Emergency
 - Extremely rare instances where there exists a crippling disaster or work stoppage that would severely impair public health and safety.
-

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Types of Meetings

- ❑ Special
 - Limited purposes - Pending litigation, legislation, licensing matters, certain personnel actions, real estate transactions
 - 48-hour notice required
 - Provide notice to newspapers of general circulation, TV and radio stations
 - Factual basis for findings of hardship, public interest must be provided
 - 2/3 vote with articulable facts in support
 - ❑ Emergency
 - Very rare - crippling disaster or work stoppage would severely impair public health and safety
 - 1 hour notice of open meeting
-

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Public Participation

- ☐ No conditions may be imposed for public attendance at a meeting
 - ☐ Sign in sheets
 - While not prohibited by the Act, notice must be clearly given that signing in is voluntary
 - Likewise, an individual does not need to self-identify in order to speak
-

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Public Participation

- ☐ Building security
 - Security measures require identification to gain admittance to a government building are permitted so long as the information is not shared by security personnel with the state body
- ☐ Members of the public are entitled to record and/or broadcast meetings unless to do so would constitute a persistent disruption
- ☐ Place and manner of meeting must be non-discriminatory
- ☐ No fee for attendance may be charged

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Teleconferences

- ☐ Must provide a means by which the public may remotely hear audio of the meeting, remotely observe the meeting, remotely address by the body, or attend the meeting
 - Posted agenda must include:
 - Teleconference telephone number
 - Internet website or online platform
 - Physical address for each teleconference location
 - Access must be the same for the public as for the members
-

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Teleconferences

- ☐ Public participation must be ADA compliant
 - ☐ A member of the body must be physically present at each noticed teleconference location
-

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Alternative Teleconference Meeting Effective January 1, 2024

- ☐ Majority of members must be physically present at the same publicly noticed location
 - ☐ Other members in excess of the majority may either:
 - Appear remotely from private locations, or
 - Via a publicly noticed location
-

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Alternative Teleconference Meeting Effective January 1, 2024

- ☐ Remote location appearance requirements:
 - Location of remotely appearing board member(s) shall not be publicized
 - Remotely appearing board member must disclose any other individuals 18 years or older present in the room with them and the general nature of the relationship with any such individuals.
-

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Alternative Teleconference Meeting Effective January 1, 2024

- ❑ Narrow Exception to Requirement that majority be present at a single site:
 - If less than a majority are present at a single site, a member attending from a private remote site can count toward the majority needed to hold the meeting if:
 - The member has a disability that cannot otherwise be reasonably accommodated except through remote participation
-

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Alternative Teleconference Meeting Effective January 1, 2024

- The member must notify the board at the beginning of the meeting or earlier if possible and
 - Give a general description of not more than 20 words that does not divulge any confidential medical information of the need to participate remotely
 - The board votes to approve the remote appearance and allow the member to count toward the majority needed to hold a meeting
-

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Teleconferences

- ☐ Members must appear on screen
 - ☐ Votes are to be taken by rollcall
 - ☐ Operative until January 1, 2026
-

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Access to Records

- ☐ The public is entitled to have access to records of the state body
 - Materials provided prior to or during the meeting must be made available to members of the public
 - ☐ The California Public Records Act applies to state body records
 - If a record is exempt from disclosure under the CPRA then the record need not be disclosed to members of the public
-

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Closed Sessions

Only allowed under limited circumstances:

- ☐ Personnel
 - Only designated employees of the state body
 - Board members are not employees
 - ☐ Pending Litigation
 - But only if the discussion in open session would prejudice the position of the agency in the litigation
 - Attorney-client privilege
-

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Closed Sessions

- ☐ **Deliberative Exception**
 - To Deliberate on decisions in a proceeding under the Administrative Procedures Act
 - ☐ Real Property Transactions
 - ☐ Security Exception
 - Criminal, terrorist threat
-

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Closed Session Procedure

- ☐ Must be listed on the properly noticed agenda
 - ☐ Items to be considered in closed session must be properly listed on the agenda with the appropriate statutory provision authorizing the closed session
 - ☐ Prior to convening in closed session, the state body must publicly announce those items that will be considered
-

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Closed Session Procedure

- ☐ After the completion of the closed session the body must reconvene in public open session
 - Report of action only required when decision to hire or terminate an individual
 - ☐ Minutes are required but are confidential and disclosable only to the board or a reviewing court
-

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Remedies for Violation of the Act

- ☐ Decision of body may be overturned
 - ☐ Violations may be stopped or prevented
 - ☐ Costs and fees may be awarded
 - ☐ Misdemeanor penalties
-

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Thank You For Your Time

Questions?

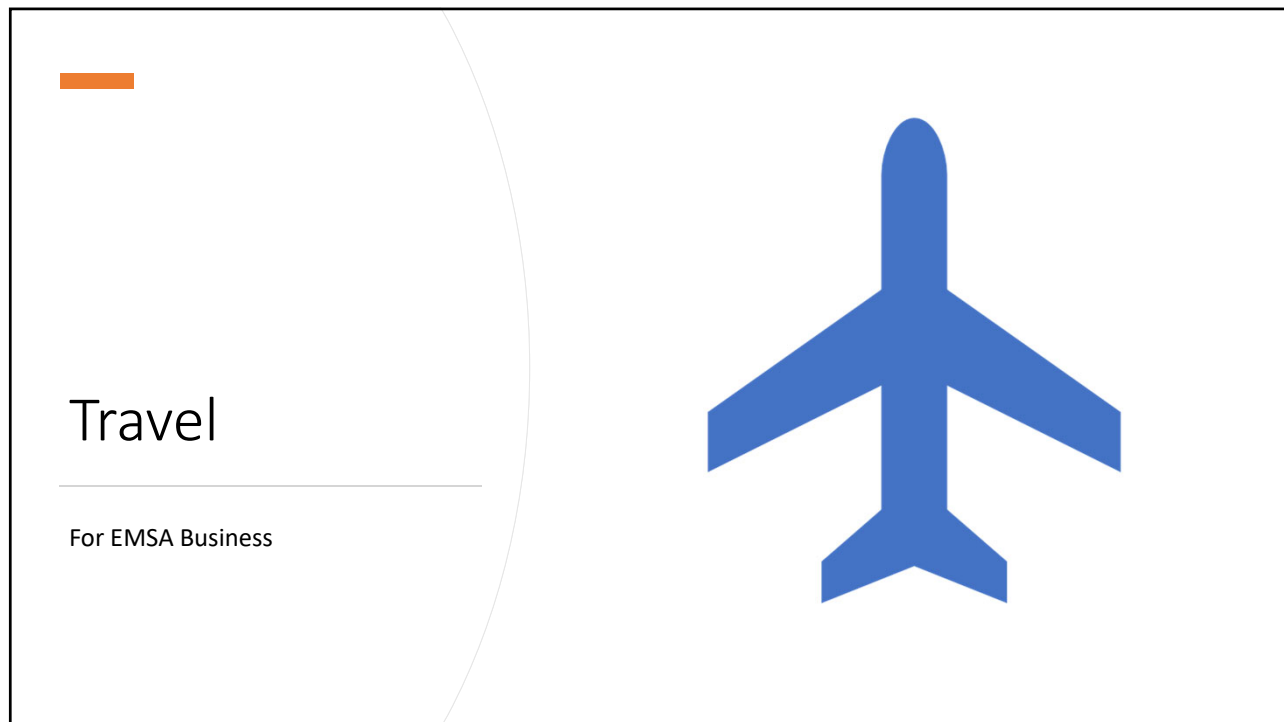



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Attachment 3





1

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". Below the header, there's a section for "TRAVELSTORE" with a sub-header "MENT BUSINESS TRAVEL". To the right, contact information is listed: "Call Us 877.454.8785" and "916.376.3989", with a note "Available 24 / 7". The main image is a photograph of the California State Capitol building. At the bottom, there's a "ces" section with "CalTravelStore Contacts" and a description of the service. On the right, there's a purple box with the "Concur" logo and a "Concur Login" button.

2

The screenshot shows the SAP Concur Home page. At the top, there's a header with the SAP Concur logo and a Home link. Below the header, there's a banner for the California Emergency Medical Services Authority. The main content area is divided into several sections:

- Trip Search:** Includes links for "Booking for myself" and "Book for a guest". It features icons for flight, car, hotel, and train. A notice about REAL ID compliance is present. Below this is a "Mixed Flight/Train Search" section with tabs for "Round Trip", "One Way", and "Multi City". It includes fields for "From" (Departure city, airport or train station) and "To" (Arrival city, airport or train station), both with "Find an airport" and "Select multiple airports" links. A "Search" button and a "Show More" link are at the bottom.
- Alerts:** A notification about Triplt integration, stating "Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Triplt." with a "Connect to Triplt" button and a "Not right now" link.
- Company Notes:** A section titled "Terms of Use: Concur is for official business use only. Booking personal travel on this site is prohibited." followed by "Important Information Regarding Airline Reservations" and a note about flight changes/exchanges. A "Read more" link is at the bottom right.
- My Trips (1):** A section showing a single trip: "MAR 07 - 07 Trip from San Diego to Sacramento (For Mr Je... PDRB Quarterly Meeting)". It includes a "More" link and icons for flight and car.

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.

The screenshot shows the "Trip Search" form with the following details:

- Booking for myself | Book for a guest**
- Icons:** Flight, Car, Hotel, Train
- REAL ID Notice:** "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:**
 - Tabs: 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
 - ☒ Reference Point / Zip 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, Alaska Airlines, Multiple, Delta, and American Airlines. Below these, a table shows flight options categorized by 'Nonstop', '1 stop', and '2 stops'. The 'Nonstop' section shows a flight from SMF to SAN for \$191.47. The '1 stop' section shows a flight from SMF to SAN for \$207.14. The '2 stops' section shows a flight from SMF to SAN for \$252.99. Below the table, there is a 'Shop by Fares' and 'Shop by Schedule' section. A disclaimer states: 'Southwest Airlines is the primary preferred domestic carrier. If Southwest Airlines does not have availability in a selected domestic market, you are required to use the secondary preferred domestic carrier, United Airlines. You may only use a non-contracted carrier if Southwest Airlines or United Airlines do not have availability in that market. An email notification will be sent to the DGS Statewide Travel Program if you choose a non-contracted carrier and your trip will be audited.' Below this, there is a 'Flight Number Search' section with a search bar and a 'Sorted By' dropdown set to 'Policy - Most Compliant'. The results show two flight options for Southwest Airlines: 06:00 AM SMF to 07:30 AM SAN (Nonstop, 1h 30m) and 05:00 PM SAN to 06:40 PM SMF (Nonstop, 1h 40m). Each flight option has a 'Select' button and a 'Wanna Get Away' price of \$191.47. There is also an 'Anytime' price of \$286.48 for each flight.

5

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 displays a flight booking confirmation page. On the left, there is a vertical navigation bar with steps: 'Flights Selected' (Round Trip, SMF - 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), and 'Finalize Trip'. The main content area is titled 'Review Flights' and shows the flight details: 'DEPART Mon, Apr 1 - Sacramento, CA to San Diego, CA' and 'RETURN Thu, Apr 4 - San Diego, CA to Sacramento, CA'. Below this, there is a section for 'Enter Traveler Information' with a 'Primary Traveler' field containing the name 'Ashley Rose Reynolds', phone number '916-639-7839', and email 'ashley.arias@emsa.ca.gov'. There is also a 'Frequent Flyer Programs' section with a dropdown menu set to 'No Program selected'. Below this, there is a 'Seat Assignment' section with a note: 'Pre-reserved seats are not available for this flight.' A 'Review Price Summary' section shows the following details: Description, Fare, Taxes and Fees, and Charges. The total estimated cost is \$191.47 and the total due now is \$191.47. A 'Method of payment' section states: 'This purchase will be charged to your company directly.' At the bottom, there is a warning box: 'This is a Non-Refundable Ticket' with a note: 'Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.' Below the warning box, there are two buttons: 'Back' and 'Reserve Flight and Continue'.

6

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 transmission
- ☐ 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)

7

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](#)

8

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.

9

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

10

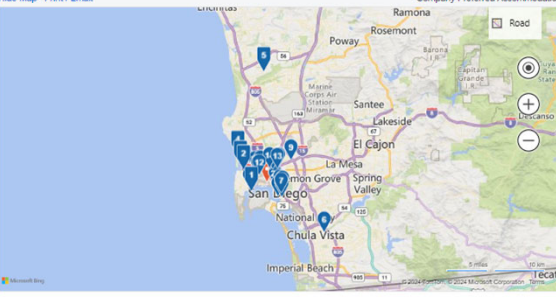
Hotel Cont...

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

11

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: \$215.51 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.

13

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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Total Estimated Cost

Air

Airfare quoted amount:

Taxes and fees:

\$150.02 USD

\$41.45 USD

\$191.47 USD

Air Total Price:

\$191.47 USD

Hotel:

\$552.00 USD

Car:

\$226.64 USD

Total Estimated Cost:

\$970.11 USD

View Fare Rules

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

16

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.

Trip Summary

- Finalize Trip
- Review Travel Details
- Enter Trip Information
- Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name	Trip Description (optional)
This will appear in your upcoming trip list.	Used to identify the trip purpose
Trip from Sacramento to San Diego	

Send a copy of the confirmation to:

Send my email confirmation as [HTML](#) [Plain-text](#)

Select information to include in email confirmation:
 Include directions and maps to hotels ☐

I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy (Required) ☒ Purpose of Trip (Required)
 Yes Reg'd by Statute/Contract/Exec Directive

You may HOLD this reservation until: 02/21/2024 11:00 pm Pacific

Please enter information about this trip then press Next to finalize your reservation. 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.

[Display Trip](#) [Hold Trip](#) [Previous](#) [Next](#) [Cancel Trip](#)

17

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.

Total Estimated Cost

		View Fare Rules
Air	Airfare quoted amount:	\$150.02 USD
	Taxes and fees:	\$41.45 USD
	Air Total Price:	\$191.47 USD
Hotel:		\$552.00 USD
Car:		\$236.64 USD
Total Estimated Cost:		\$979.11 USD

Restrictions
 Quote: NONREFINONTRANSFERABLE

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

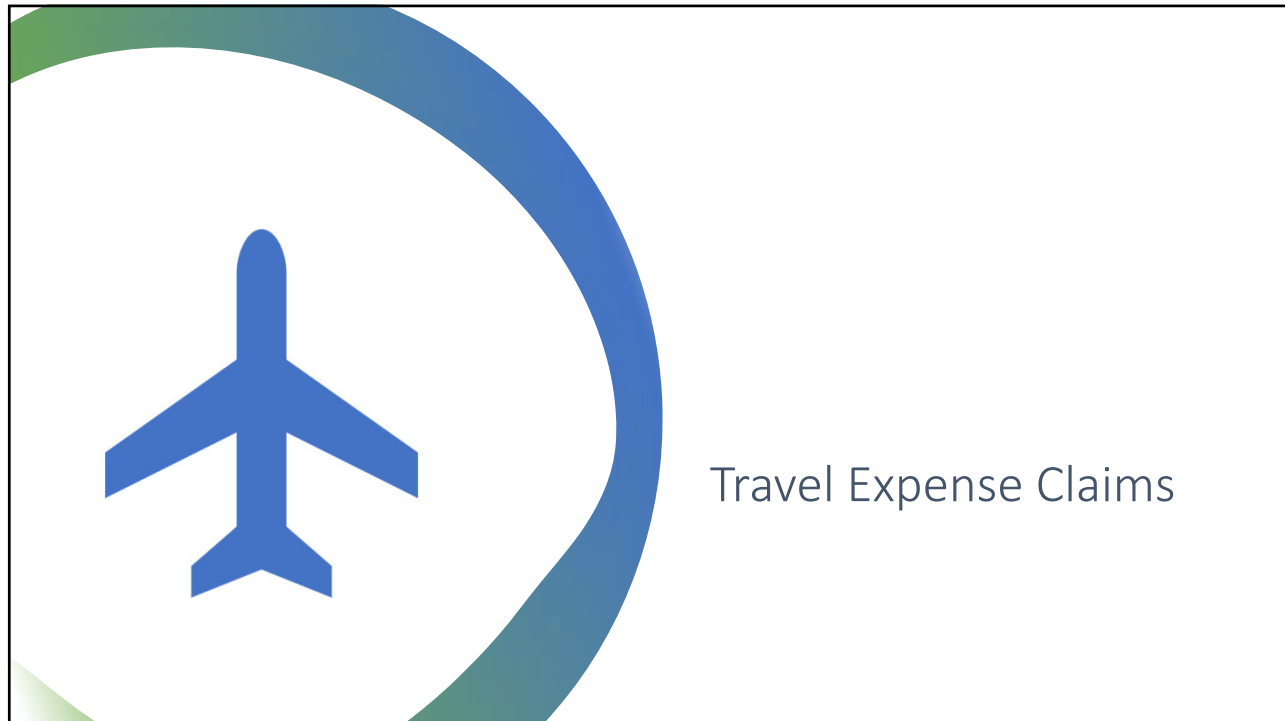
Remarks

CALTRAVELSTORE PHONE NUMBER: 877 454-8785

Almost done... Please confirm this itinerary.

[Display Trip](#) [Previous](#) [Purchase Tickets](#) [Cancel Trip](#)

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TEC Example

STATE OF CALIFORNIA - DEPARTMENT OF PERSONNEL ADMINISTRATION															
TRAVEL EXPENSE CLAIM															
STD. 262 (REV. 9/2007)															
<div>Clear</div> <div>Print</div> <div>Important Note</div>															
See Instructions and "Privacy Statement On Reverse Side"															
Page _____ of _____ Pages															
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

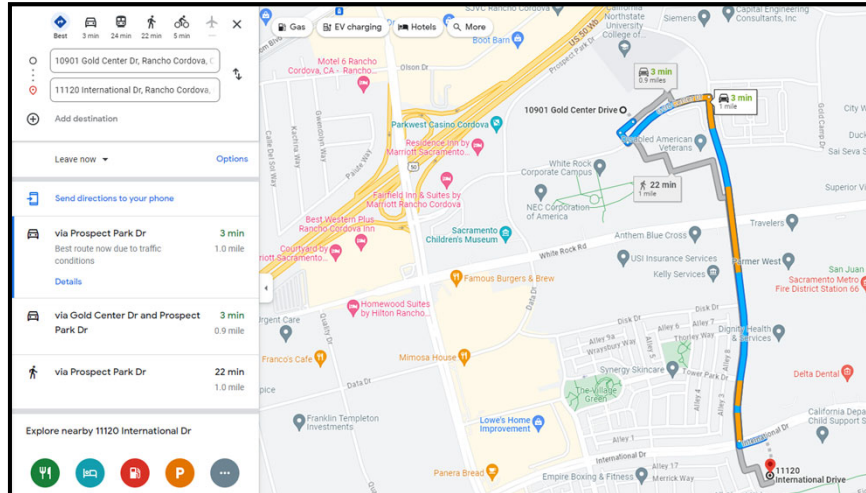
- If you are claiming **MEALS**, you are not required to submit a receipt, HOWEVER, you must be able to present one upon request from EMSA, CalHR auditor, or IRS.
- A meal is not claimable if it is provided by the hotel or EMSA.
- Lunch is not reimbursable for trips less than 24 hours.
- For trips less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



23

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**

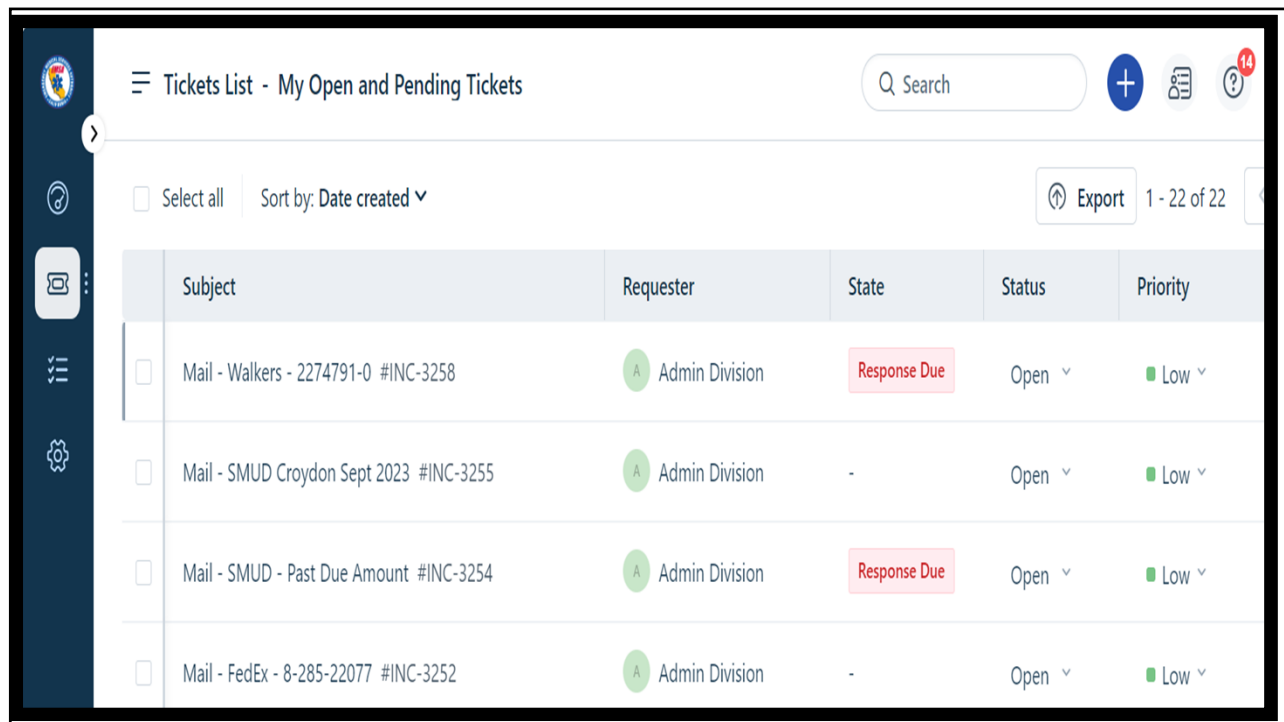
25

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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