Travel Rules, Policies, Authorities, etc.

* [State Administrative Manual (SAM)](https://www.dgs.ca.gov/Resources/SAM/TOC/700) 700: The 700 section of SAM references various statewide travel policies.
* [State Administrative Manual (SAM)](https://www.dgs.ca.gov/Resources/SAM/TOC/4100/4117-1) 4117: Requirement to book all business travel through Statewide Travel Program’s contracted travel agency.
* [State Administrative Manual (SAM)](https://www.dgs.ca.gov/Resources/SAM/TOC/4100/4117-1) 4117.1: Airfare reservation requirements for Executive Branch agencies
* [State Administrative Manual (SAM)](https://www.dgs.ca.gov/Resources/SAM/TOC/4100/4117-2) 4117.2: Car rental reservation requirements for Executive Branch agencies
* [State Administrative Manual (SAM)](https://www.dgs.ca.gov/Resources/SAM/TOC/4100/4117-3) 4117.3: Lodging reservation requirements for Executive Branch agencies
* [State Administrative Manual (SAM)](https://www.dgs.ca.gov/Resources/SAM/TOC/4100/4117-4) 4117.4: Travel agency requirements for Executive Branch agencies
* [State Administrative Manual (SAM)](https://www.dgs.ca.gov/Resources/SAM/TOC/4100/4117-5) 4117.5: Travel payment services and virtual payment requirements for Executive Branch agencies
* [State Administrative Manual (SAM)](https://www.dgs.ca.gov/Resources/SAM/TOC/4100/4117-6) 4117.6: Payment process for meeting, conference, and event related expense requirements for Executive Branch agencies
* [CalHR Human Resources Manual](http://hrmanual.calhr.ca.gov/Home/IndexOfPolicy): HR Manual sections [2201 – Travel and Relocation Policy](http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2201), [2202 – Mileage Reimbursement](http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2202), and [2203 – Allowances and Travel Reimbursements](http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203) provide information about state business travel, including links to authorities and resources.
* [CalHR Travel Program – FAQs](https://www.calhr.ca.gov/benefits/Pages/Travel-Program-FAQ.aspx): HR FAQs related to travel.
* [Bargaining Contracts - MOUs](https://www.calhr.ca.gov/state-hr-professionals/pages/bargaining-contracts.aspx): Each MOU addresses travel policies and procedures.
* [Budget Letter 22-04:](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:e3188a59-6d3d-3c52-aeaf-fd7afcc729ad) Approval by the Governor’s Office Required for Out of State Travel
* California Code of Regulations, title 2, sections [599.615](https://govt.westlaw.com/calregs/Document/I1A2A86135A0A11EC8227000D3A7C4BC3?viewType=FullText&listSource=Search&originationContext=Search+Result&transitionType=SearchItem&contextData=(sc.Search)&navigationPath=Search%2fv1%2fresults%2fnavigation%2fi0a89ab6c00000191fbb279ce3f7a9511%3fppcid%3d97a920d90c2f418a861110e3f370ed68%26Nav%3dREGULATION_PUBLICVIEW%26fragmentIdentifier%3dI1A2A86135A0A11EC8227000D3A7C4BC3%26startIndex%3d1%26transitionType%3dSearchItem%26contextData%3d%2528sc.Default%2529%26originationContext%3dSearch%2520Result&list=REGULATION_PUBLICVIEW&rank=1&t_T2=599.615&t_S1=CA+ADC+shttps://govt.westlaw.com/calregs/Document/I1A2A86135A0A11EC8227000D3A7C4BC3?viewType=FullText&listSource=Search&originationContext=Search+Result&transitionType=SearchItem&contextData=(sc.Search)&navigationPath=Search%2fv1%2fresults%2fnavigation%2fi0a89ab6c00000191fbb279ce3f7a9511%3fppcid%3d97a920d90c2f418a861110e3f370ed68%26Nav%3dREGULATION_PUBLICVIEW%26fragmentIdentifier%3dI1A2A86135A0A11EC8227000D3A7C4BC3%26startIndex%3d1%26transitionType%3dSearchItem%26contextData%3d%2528sc.Default%2529%26originationContext%3dSearch%2520Result&list=REGULATION_PUBLICVIEW&rank=1&t_T2=599.615&t_S1=CA+ADC+s) to [599.638.1](https://govt.westlaw.com/calregs/Document/I1B659E235A0A11EC8227000D3A7C4BC3?viewType=FullText&listSource=Search&originationContext=Search+Result&transitionType=SearchItem&contextData=(sc.Search)&navigationPath=Search%2fv1%2fresults%2fnavigation%2fi0a898db500000191fbb2bd3d2e170312%3fppcid%3d2c4c396a9ee24d1cbe477da63bacc7c9%26Nav%3dREGULATION_PUBLICVIEW%26fragmentIdentifier%3dI1B659E235A0A11EC8227000D3A7C4BC3%26startIndex%3d1%26transitionType%3dSearchItem%26contextData%3d%2528sc.Default%2529%26originationContext%3dSearch%2520Result&list=REGULATION_PUBLICVIEW&rank=1&t_T2=599.638.1&t_S1=CA+ADC+s): Traveling Expenses
* [Government Code sections 11030 to 11033.5:](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=3.&title=2.&part=1.&chapter=1.&article=3.) Traveling Expenses
* California Code of Regulations, title 2, sections [599.714](https://govt.westlaw.com/calregs/Document/I1D6B80435A0A11EC8227000D3A7C4BC3?viewType=FullText&listSource=Search&originationContext=Search+Result&transitionType=SearchItem&contextData=(sc.Search)&navigationPath=Search%2fv1%2fresults%2fnavigation%2fi0a898db500000191fbb896db2e170699%3fppcid%3d1c8d5e9138ae4c3e801c923593fb70e5%26Nav%3dREGULATION_PUBLICVIEW%26fragmentIdentifier%3dI1D6B80435A0A11EC8227000D3A7C4BC3%26startIndex%3d1%26transitionType%3dSearchItem%26contextData%3d%2528sc.Default%2529%26originationContext%3dSearch%2520Result&list=REGULATION_PUBLICVIEW&rank=1&t_T2=599.714&t_S1=CA+ADC+s) to [599.724.1](https://govt.westlaw.com/calregs/Document/I1E2421E35A0A11EC8227000D3A7C4BC3?viewType=FullText&listSource=Search&originationContext=Search+Result&transitionType=SearchItem&contextData=(sc.Search)&navigationPath=Search%2fv1%2fresults%2fnavigation%2fi0a898db500000191fbb8c9b52e17069a%3fppcid%3df6fa6337cec1421fbc3f2fa3a3b387f8%26Nav%3dREGULATION_PUBLICVIEW%26fragmentIdentifier%3dI1E2421E35A0A11EC8227000D3A7C4BC3%26startIndex%3d1%26transitionType%3dSearchItem%26contextData%3d%2528sc.Default%2529%26originationContext%3dSearch%2520Result&list=REGULATION_PUBLICVIEW&rank=1&t_T2=599.724.1&t_S1=CA+ADC+s): Moving and Relocation Expenses
* [Understanding the Basics of Public Service Ethics](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:08172e51-94ae-3036-ae5c-da51bd21ca8c): Use of public resources and gift laws, why it matters when purchasing travel
* [Executive Order N-6-22](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:a1c4060e-ce0c-3e1d-96c0-93012817e442): Business with Russia

Forms

* [Excess Lodging Requests Annual Report Template](https://www.calhr.ca.gov/Documents/Delegated-Excess-Lodging-Rate-Requests-Annual-Report-Template.xlsx): Excess Lodging Requests Annual Report Template
* [STD 236](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std236.pdf): Hotel/Motel Transient Occupancy Tax Waiver
* [STD 255](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std255.pdf): Moving Service Authorization (Employee Household Goods)
* [STD 255A](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std255A.pdf): Moving Service Authorization/Bid Proposal - Mobile Home
* [STD 255C](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std255C.pdf): Excess Lodging Rate Request
* [STD 256](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std256.pdf): Moving/Relocation Expense Approval Request
* [STD 257](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std257.pdf): Out-of-State Travel Approval Request Approval
* [STD 257C](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std257C.pdf): Out-of-State Travel Request (Trip Description)
* [STD 260](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std260.pdf): Blanket Approval for Out-of-State Travel
* [STD 261](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std261.pdf): Authorization to Use Privately Owned Vehicles on State Business
* [STD 262](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std262.pdf): Travel Expense Claim
* [STD 265](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std265.pdf): Insurance Verification & Authorization to Operate Privately Owned/Rented/Leased Aircraft on State Business
* [STD 270](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std270.pdf): Vehicle Accident Reporting Form
* [STD 274](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std274.pdf): Supervisor Review of State Driver Accidents
* [OFAM 100](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Statewide-Travel-Program/Forms/Miscellaneous/ADA-Program-changes-pdf/OFAM100-short-term-vehicle-justifcation-Rev-102021.pdf): Short-term Vehicle Justification form. Required if renting a vehicle larger than an intermediate vehicle.
* [Specialty Vehicle Reservation Form](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Statewide-Travel-Program/Forms/Miscellaneous/Car-rental-resources-page/Specialty-Vehicle-Reservation-Form-State-NOV23.pdf?la=en&hash=4C9998A293F9B4241F9948AE7E2631E253D79D65): Use this form to request specialty vehicles, such as cargo vans, box trucks, transport vans, large SUV’s, etc.

Additional Helpful Resources

* [Statewide Travel Program](https://www.dgs.ca.gov/OFAM/Travel): Assists government travelers' needs by obtaining the most economical rates and fares available using contracted travel-related services.
* [Statewide Travel Program FAQ's:](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Frequently-Asked-Questions) Answers to the most frequently asked questions the Statewide Travel Program receives regarding business travel.
* [Statewide Travel Program Contact List](https://www.dgs.ca.gov/OFAM/Travel/Contact): Contact information for STP employees.
* [CI Azumano](https://caltravel.ciazumano.com/): The only authorized Travel Management Service (TMS) provider for all State of California business travel.
* [Concur](https://www.concursolutions.com/): The launch pad and booking tool for all state business travel.
* [Concur Training:](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Concur-Training) Various training resources to train employees on how to use the Concur booking tool.
* [iBank:](https://apps.ciswired.com/login.cfm?agclient=ciazumano) Travel management data and analytics tool to audit department business travel. Department travel liaisons may email [StatewideTravelProgram@dgs.ca.gov](mailto:StatewideTravelProgram@dgs.ca.gov) to request iBank training.
* [Print My Invoice](https://s2.graspdata.com/Public/PrintInvoice.aspx?agency=39FAC4245CB74381B050F1E5FCB7540C): Instructions on how to use the “Print My Invoice” feature in Concur.
* [Virtual Payment and Virtual Card Number (VCN):](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Virtual-Payment-and-Virtual-Card-Number) Information and training resources regarding virtual payments for direct billing of hotels.
* [Travel Management Services](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Travel-Management-Services): Information on the State’s managed travel program, Concur, CI Azumano, transaction fees, iBank reporting guides, etc.
* [Ridesharing and Transportation Network Company](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Rideshare-Ground-Transportation): Information and guidance on utilizing rideshare services while traveling on State business.
* [Airfare and Airline](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Airfare): General information regarding business travel and airfare.
* [Car Rental](https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Car-Rental): General information regarding business travel and rental cars
* [Enterprise Rent-A-Car Short Term Rates:](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Statewide-Travel-Program/Resources/Car-Rental/2024-Short-Term-Rental-Rates.pdf) State of CA daily and weekly rates for rental cars.
* [Enterprise Rent-A-Car Long Term Rates:](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Statewide-Travel-Program/Resources/Car-Rental/2024-Long-Term-Rental-Rates.pdf) State of CA monthly rates for rental cars.
* [Cost Comparison Calculator](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=046&mcid=DBCA): Assists travelers in determining whether renting a vehicle or using a personal car is the most cost-effective method of transportation.
* [Motor Vehicle Accident Procedures](https://www.dgs.ca.gov/-/media/Divisions/ORIM/3-MVIA/info-guides/Motor-Vehicle-Accident-Procedures.pdf): Procedures for state employees involved in vehicle accidents.
* [Roadside Assistance Resource Document](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Statewide-Travel-Program/Forms/Miscellaneous/Car-rental-resources-page/Roadside-Assistance-REM.pdf): Enterprise-produced document with instructions on what to do in case of emergencies.
* [CalATERS](http://www.sco.ca.gov/calaters.html): California Automated Travel Expense Reimbursement System
* [Payroll Procedures Manual](http://www.sco.ca.gov/ppsd_ppm.html): State Controller's Office PPM
* [Relocation Reimbursements](https://www.calhr.ca.gov/employees/Pages/relocation-reimbursements.aspx): Relocation Reimbursements
* [U.S. Bank Online Training](https://learn.adobeconnect.com/stcatravelprogtraining/) for State of California Travel Card Program
* [Report Vehicle Accident Involving State Employees:](https://www.dgs.ca.gov/ORIM/Services/Page-Content/Office-of-Risk-and-Insurance-Management-Services-List-Folder/Report-Vehicle-Accident-Involving-State-Employees) Office of Risk and Insurance Management’s procedures and forms to report vehicle accidents in state vehicles, rental vehicles, and privately owned vehicles.