

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Travel and Relocation Reimbursements -- Third Party Vendor Lodging Receipt Requirements	<b>REFERENCE NUMBER:</b> 2005-021
<b>DATE ISSUED:</b> 07/08/05	<b>SUPERSEDES:</b> PML 2003-026

This memorandum should be forwarded to:

**Accounting Officers  
Budget Officers  
Claims Coordinators  
Employee Benefit Officers  
Personnel Officers  
Personnel Transaction Staff  
Personnel Transaction Supervisors  
Travel and Relocation Liaisons**

**FROM:** Department of Personnel Administration  
Benefits Division

**CONTACT:** Ray Asbell, State/Relocation Coordinator  
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The Department of General Services' (DGS) Management Memo, MM 05-07, effective July 1, 2005, advises all departments to make their travel arrangements through the DGS list of approved travel agencies. The vendors on this list have agreed to provide on-line booking services for the State business traveler at a significant savings to the State.

This new method for obtaining travel services should dramatically reduce the need for employees to make travel arrangements through non-contracted vendors.

In the rare event where an employee chooses to use a third party vendor (such as Priceline.com, Expedia.com, Travelocity.com, Hotels.com, etc.) to make travel arrangements, the following instructions must be strictly adhered to:

- employees who request reimbursement for receipts from third party vendors for lodging expenses related to a State approved relocation or for lodging expenses incurred while traveling on State business must provide a valid receipt from the third party vendor and the commercial lodging establishment where the employee stayed;
- both receipts are required in order to properly substantiate a valid business expense;

- it is incumbent upon the employee to verify with the third party vendor and the lodging establishment that a receipt can be obtained which will show, in detail, the employee's check-in and check-out dates, the itemized expenses incurred, and the total amount paid by the employee.

Travel Expense Claims (TEC) not supplying both of the required receipts will result in the rejection of the associated claimed expense on the TEC. Employees should also be made aware that some third party vendors do not provide refunds for cancelled trips; employees will be responsible for any and all charges that are associated with a cancelled or changed reservation when booking through a third party vendor.

Please distribute the attached memo to all staff who travel on State business. This memorandum will provide employees with clear and concise information about PML 2005-021 and how it relates to the reimbursement of travel-related expenses.

If you have questions or need assistance with the information provided above, please contact Ray Asbell at the phone number or email address listed above.

/s/Debbie Endsley

Debbie Endsley, Chief  
Benefits Division

Attachment