

Guidelines for Completing a Travel Expense Claim
California Senior Legislature
Items that must be completed on your Travel Expense Claim

- Name and Address
- Social Security Number
- Dates of your travel
- Time you left your home/office for travel (military time)
- Time you arrived back to your home/office after travel was completed (military time)
- Purpose of your trip
- License plate number of your privately-owned vehicle (needed only if you are claiming mileage)
- Original signature

Important things to remember when completing your Travel Expense Claim

- CSL Members are only entitled to \$90.00 reimbursement for per diem expenses per day. Per diem includes lodging, breakfast, lunch, dinner and incidentals. If you exceed this amount, our office will have to cut the excess money on your claim.
- List all expenses for one day on one row.
- Do not write anything on the grid portion labeled “CALSTARS coding.” This section is used by the State Controller’s Office, Accounting Section.
- Use House of Travel for booking your flights to meetings.
- Receipts must be submitted for lodging, airfare, business expenses, and parking or taxi rides over \$10.00, or can not be reimbursed for more than \$10.00.
- Unusual requests such as an extra night of lodging, business expenses or rental car use must be approved by the Chair of the JRC. Your Claim will be processed faster if you seek the Chair’s approval in advance. Sufficient approval is either an email sent to our office by the Chair or his/her signature on the Travel Expense Claim.

Reimbursement Rules for Meals

Meal	Total Possible Reimbursement Amount	Begin Travel Before or At	Return At or After
Breakfast	\$6.00	0600	0800
Lunch	\$10.00	1100	1400
Dinner	\$18.00	1700	1900

Process for Submitting TEC to Accounting

- Once TECs are approved and signed, make two copies of the entire package and two copies of the front sheet.
- Send the original full package, one copied full package and one copied front sheet stapled to SCO.
- Retain one copied full package and one copied front sheet until notification of check is received.
- At that time, send the one copied front sheet with the notification of the check to member.
- Place copied full package in member's file.