



TEHAMA COUNTY DEPARTMENT OF EDUCATION Procedures for Checking Out a Department Travel Card

After a Travel Requisition has been submitted and approved, employees may request a Department Travel CAL-Card for expenses not pre-paid by the department (i.e. meals, hotel).

1. Employee shall fill out a Travel CAL-Card Request Form and have their manager approve the request. The request will then be submitted to the CAL-Card Program Administrator (Carol Stephens).
2. Employee will be required to fill out an Acceptance Agreement for use of the Travel CAL-Card.
3. Cards are to be returned, by the employee, to the CAL-Card administrator no later than the first business day following return from travel.
4. All receipts/statements shall be turned in with the card. The Travel Requisition Number needs to be written on each receipt/statement along with the name of the employee. If the employee went over the per diem for a meal, the employee will be required to submit a personal check for the amount over the meal allowance. For example - for lunch you spend \$15 - a personal check in the amount of \$3 shall be attached to the receipt.

Meal Allowances

Breakfast \$8.00 (only allowed if the trip began on the previous day)
Lunch \$12.00 (leave before 11:00 am and return after 1:30 pm)
Dinner \$26.00 (leave before 5:00 pm and return after 7:00 pm)