

Attachment 2

Minutes of the April 2010 AEC Meeting



DEPARTMENT OF CONSUMER AFFAIRS
 CALIFORNIA BOARD OF ACCOUNTANCY
 2000 EVERGREEN STREET, SUITE 250
 SACRAMENTO, CA 95815-3832
 TELEPHONE: (916) 263-3680
 FACSIMILE: (916) 263-3675
 WEB ADDRESS: <http://www.cba.ca.gov>



DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA BOARD OF ACCOUNTANCY

MINUTES OF THE
APRIL 8, 2010
ACCOUNTING EDUCATION COMMITTEE (AEC) MEETING

Holiday Inn Express
 2224 Auburn Boulevard
 Sacramento, CA 95821
 Telephone: (916) 923-1100

ROLL CALL AND CALL TO ORDER.

Ruben Davila, Chair, called the meeting of the AEC to order at 10:23 a.m. on Thursday, April 8, 2010 at the Holiday Inn Express. Mr. Davila indicated that to ensure compliance with the Bagley-Keene Open Meeting Act, Section 11122.5(c)(6), if a majority of members of the full California Board of Accountancy (CBA) are present at a committee meeting, members who are not members of that committee may attend the meeting only as observers. CBA members who are not committee members may not sit at the table with the committee, and they may not participate in the meeting by making statements or by asking questions of any committee members.

AEC Members

Ruben Davila, Chair	10:23 a.m. to 4:30 p.m.
Donald Driftmier, CBA Member	10:23 a.m. to 3:45 p.m.
Sherry Anderson	10:23 a.m. to 4:30 p.m.
Betty Chavis	10:23 a.m. to 4:30 p.m.
Thomas Dalton	10:23 a.m. to 4:30 p.m.
Michael Moore	10:23 a.m. to 4:30 p.m.
Gary Pieroni	10:23 a.m. to 4:30 p.m.
Sara Seyedin	10:23 a.m. to 4:30 p.m.
Xiaoli "Charlie" Yuan	10:23 a.m. to 3:08 p.m.

Staff and Legal Counsel

Rich Andres, Information Technology Staff
 Patti Bowers, Executive Officer
 Veronica Daniel, Executive Analyst
 Gary Duke, Legal Counsel, Department of Consumer Affairs (DCA)
 Dominic Franzella, Manager, Licensing
 Cindi Fuller, Renewal/Continuing Competency Unit Coordinator
 Deanne Pearce, Chief, Licensing Division
 Dan Rich, Assistant Executive Officer
 Jenny Sheldon, Licensing Coordinator

Other Participants

Bruce Allen, California Society of Certified Public Accountants (CalCPA)

Ed Howard, Center for Public Interest Law (CPIL)

Hal Schultz, CalCPA

Jeannie Tindel, CalCPA

Ellen Glazerman, Ernst & Young

I. Welcome and Introductions.

AEC Chair Ruben Davila called the meeting to order on April 8, 2010 and asked AEC Members and CBA staff to introduce themselves.

II. Overview of Licensure Requirements and the Effects of Senate Bill 819 on the Pathways to Licensure.

Mr. Franzella presented the memorandum (**Attachment #1**) for this item.

Mr. Dalton questioned whether CPAs originally licensed under Pathway 1 would have the same mobility as those licensed under Pathway 2. Mr. Driftmier indicated that the National Association of State Boards of Accountancy has recognized California as substantially equivalent under the Uniform Accountancy Act. Mr. Davila identified this as an item staff can research.

Mr. Allen thanked the AEC members for their service. Mr. Howard and Ms. Glazerman echoed Mr. Allen's comment.

III. AEC Directives, Goals, and Staffing.

Ms. Pearce presented the memorandum (**Attachment #2**) for this item.

AEC Members discussed the purpose and objectives of the AEC and also identified several issues (**Attachment #3**) that will be discussed at future meetings. Mr. Davila pointed out that the requirements developed by the AEC will have a direct impact on students presently in the pipeline and therefore, there is a sense of urgency around the work of the AEC.

Mr. Howard commented that the scope of the statute was targeted at the hollow 30 units and it was not the intention of the statute to revisit the existing 24/24 requirement. Mr. Howard further stated the focus should be on courses that will help applicants become better practitioners and provide better services to consumers.

Mr. Davila expressed appreciation for Mr. Howard's comments and indicated that the AEC is looking at the 20 units of accounting study from multiple dimensions because the other 10 units of ethics courses and what is presently completed in

the undergraduate degree are key issues the AEC needs to be sensitive to when developing the 20 units.

IV. Discussion Regarding Composition of the Additional 20 Units of Accounting Study Required By Business and Professions Code Section 5093.

Ms. Sheldon presented the memorandum (**Attachment #4**) for this item.

Mr. Franzella presented a public comment (**Attachment #5**) received at the CBA office via e-mail from Professor Stan Deal with Azusa Pacific University.

AEC Members continued the discussion started under Agenda Item III regarding the purpose and objectives of the AEC identifying additional issues to be discussed during upcoming meetings.

Mr. Davila asked for consideration of the first question on page 3 of Agenda Item IV regarding the use of lower division, upper division, and graduate-level course work. There was a general consensus among members that course work should be completed at the graduate and/or upper division level. Allowing course work to be completed at the upper division level will allow students the flexibility of completing courses at a community college where costs are lower, thereby reducing a potential financial barrier to becoming licensed. Mr. Dalton and Mr. Moore agreed, but also indicated they were not completely opposed to allowing some lower division coursework.

Mr. Davila asked members for consideration regarding the subject matter allocation of the 20 units. Members discussed the matter and expressed varying opinions. Mr. Driftmier referenced the curriculum of the Master of Science in Accountancy programs from Cal Poly Pomona and California State University, San Bernardino (**Attachment #6**). No consensus was made other than a desire to maintain a level of flexibility how the units are allocated. Mr. Howard made a comment reminding members the purpose of these 20 units of additional education are intended to offset the loss of one year of the experience requirement. Staff were directed to research the education requirements of other states.

Members reached a tentative agreement to use the definitions of accounting and business-related subjects as outlined in Section 9.2 of the CBA Regulations.

Members discussed but came to no conclusion regarding a definition of independent study and whether internships and on-line education would be considered independent study. Members discussed but came to no agreement regarding the allowance, disallowance, and/or restrictions to be placed on independent study. Ms. Glazerman commented that limiting independent study may limit students who receive their education in states where independent study is very acceptable. Ms. Tindel commented that the legislature is not rejecting internships and that placing limits on the use of on-line education would restrict who could come into the profession. Mr. Howard expressed his agreement with

Ms. Tindel and also stated his belief that internships are beneficial for providing practical real-world experience. Staff were directed to research whether transcripts specify on-line courses, internships, and independent study. Staff were also directed to review the composition of undergraduate degrees offered by on-line colleges such as the University of Phoenix and Devry.

V. Introduction to the Bagley-Keene Open Meeting Act.

Mr. Duke presented the memorandum (**Attachment #7**) for this item. Mr. Duke advised the AEC members that all state bodies are subject to the Bagley-Keene Open Meeting Act, including advisory committees established by the CBA. Mr. Duke explained that the purpose of the Bagley-Keene Open Meeting Act is to facilitate accountability and transparency of governmental activities and protect the rights of citizens to participate in State government deliberations. Mr. Duke read the top ten rules of the Bagley-Keene Open Meeting Act, as identified by the Department of Consumer Affairs Division of Legal Affairs, and also answered questions regarding the meaning of a serial meeting and the ability to use subcommittees.

VI. Economic Travel - Official State Business

Mr. Rich presented the memorandum (**Attachment #8**) for this item. Mr. Rich advised AEC members of the requirement to complete a travel expense claim in order to receive reimbursement for travel expenses and reinforced the importance of using the most economic means of travel to meetings and also to hold meetings at low-cost or no-cost locations. Mr. Rich explained that for future AEC meetings members will receive a travel memorandum specifying the meeting location, driving directions, information related to airline reservations, and CBA staff contact information.

VII. Comments from Members of the Public.

ADJOURNMENT.

There being no further business to be conducted, the meeting was adjourned at 4:30 p.m. on Thursday, April 8, 2010.

Ruben Davila, Chair

Prepared by Jenny Sheldon, Licensing Coordinator.

Memorandum

AEC Agenda Item II.
April 8, 2010

To : AEC Members

Date : March 29, 2010

Telephone : (916) 561-4310

Facsimile : (916) 263-3672

E-mail : dfranzella@cba.ca.gov

From : Dominic Franzella, Manager
Renewal/Continuing Competency & Client Services Units

Subject : Overview of Licensure Requirements and the Effects of Senate Bill 819 on the Pathways to Licensure

Provided for your assistance for future deliberations regarding defining the additional 20 units of accounting study for licensure, please find attached a staff-developed informational paper with an overview of the existing California Certified Public Accountant licensure requirements and effects of Senate Bill 819 on the Pathways to licensure.

Attachment



DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA BOARD OF ACCOUNTANCY
2000 EVERGREEN STREET, SUITE 250
SACRAMENTO, CA 95815-3832
TELEPHONE: (916) 263-3680
FACSIMILE: (916) 263-3675
WEB ADDRESS: <http://www.cba.ca.gov>



OVERVIEW OF LICENSURE REQUIREMENTS AND THE EFFECTS OF SENATE BILL 819 ON THE PATHWAYS TO LICENSURE

Introduction

The purpose for providing this informational paper to Accounting Education Committee (AEC) members is twofold – to supply an overview of the existing licensure requirements, focusing mainly on the educational requirements, and to outline the effects of Senate Bill (SB) 819 on the existing pathways to licensure. Both topics included in the paper will provide a context for discussion as members embark on deliberations on defining the new 20 units¹ of accounting study required by SB 819.

Licensure Requirements

Presently, the California Board of Accountancy (CBA) maintains two pathways to licensure – Pathway 1 (Business & Professions (B&P) Code Section 5092) and Pathway 2 (B&P Code Section 5093). Applicants for either pathway must complete all four sections of the Uniform CPA Examination and complete pathway-specific education and experience requirements. Outlined below are the education and experience requirements for an applicant applying under Pathway 1 or Pathway 2.

Pathway 1

- Completion of a baccalaureate degree or higher, with completion of a core-course requirement of 24 units² of accounting subjects and 24 units of business-related subjects.
- Complete 24 months (2 years) of general accounting experience.

Pathway 2

- Completion of a baccalaureate degree or higher, with a minimum of 150 units of education, and completion of a core-course requirement of 24 units of accounting subjects and 24 units of business-related subjects.
- Completion of 12 months (1 year) of general accounting experience.

¹ For this, and all other agenda items, when referring to units, the units are considered semester units.

² When calculating a transcript(s) from a college/university with quarter units, the factor is 1 quarter unit equals 2/3 semester unit.

Licensure Requirements & Effects of SB 819

Page 2 of 3

To document completion or the conferral of the degree and required units, an applicant must have an original transcript(s) submitted directly to the CBA from the college or university. After receipt, staff review the transcript(s) to ensure all educational requirements are met.

In order for an applicant to receive credit for the accounting units, the course subject matter must pertain to the following: accounting, auditing, financial reporting, external or internal reporting, financial statement analysis or taxation. For an applicant to receive credit for the business-related units, the course subject matter must pertain to the following: any accounting subjects in excess of the 24 units needed to fulfill the aforementioned accounting requirement, business administration, economics, finance, business management, marketing, computer science and information services, statistics, business communications, mathematics, business law, or business-related law courses offered by an accredited law school.

Effects of SB 819 on the Pathways to Licensure

Although SB 819 affected the CBA beyond its licensing requirements, the information that follows will focus exclusively on how the bill set in motion the changes for obtaining a Certified Public Accountant (CPA) license beginning in 2014.

As noted in the previous section, presently the CBA maintains two pathways to licensure. SB 819 establishes a sunset date of January 1, 2014 for Pathway 1, while at the same time requiring refinement of the requirements that comprise Pathway 2. Specifically, SB 819 now requires that an additional 30 of the 150 units be defined as part of the requirements for licensure under of Pathway 2.

Presently, regardless of the pathway an applicant selects, a total of 48 units are prescribed – divided equally between accounting and business-related subjects.³ SB 819 now requires that an additional 30 units be further defined, with 10 units of ethics and 20 units of accounting-related subjects, thus resulting in a total of 78 units of the 150-unit requirement being prescribed. In the bill, the Legislature outlined the purpose for requiring the need to define an additional 30 units by stating, “that if California is to require an additional 30 units of education of its accountancy students as a substitute for one year of accountancy experience, ... the education must be relevant to the practice of accountancy and must include ethical education for the protection of consumers.” Therefore, the purpose of the new educational requirements is to offset the loss of Pathway 1 and its two-year experience requirement.

The bill defines the overall content a course must contain for it to meet the 10-unit ethics and 20-unit accounting-related requirements. Ethics units must come from a program of learning that provides students with a framework of ethical reasoning, professional

³ The division of the 48-unit requirement is known as the 24/24 requirement. It should be noted that not only is this a requirement at the time of licensure, but an applicant for the Uniform CPA Exam must also meet the baccalaureate degree and 24/24 requirement.

Licensure Requirements & Effects of SB 819

Page 3 of 3

values, and attitudes for exercising professional skepticism and other behavior that is in the best interest of the investing and consuming public and the profession. As it relates to the 20 units of accounting-related subjects, or accounting study, the bill defines that the units be made up of independent study or other academic work in accounting, business, ethics, business law, or other academic work relevant to accounting and business.

To assist in development of the newly prescribed units, the Legislature established two committees under the jurisdiction of the CBA. The Advisory Committee on Accounting Ethics Curriculum – or more commonly known as the Ethics Curriculum Committee or ECC – will be an 11-member committee appointed by the Governor, CBA, CalPERS, Regents of the University of California, California State University Board of Trustees, Board of Governors of the Community Colleges, Senate Committee on Rules, and Speaker of the Assembly. The ECC will provide recommendations to the CBA on the 10-unit ethics study guidelines to be included as part of the licensure education requirements. Once submitted, the CBA has until January 31, 2013 to adopt, via regulation, the recommendations offered by the ECC. SB 819 requires the CBA to adopt the ECC's recommendation for ethics study guidelines without making any substantive changes.

To assist with the development of the accounting study, the Legislature established the Accounting Education Advisory Committee – more commonly referred to as the Accounting Education Committee or AEC. SB 819 did not spell out the composition of the AEC, so at the recent March 2010 meeting the CBA established the composition at nine members. The AEC will provide recommendations to the CBA regarding the accounting study guidelines, with the CBA required to adopt guidelines, via regulations, by January 1, 2012 for the new 20 units of accounting study to be included as part of the licensure education requirements.

Conclusion

As evident by the overview provided, SB 819 does not provide any real detail regarding how to incorporate the new educational requirements into the existing Pathway 2 educational structure. The bill simply provides a high-level overview of how the units will be divided and direction on the course content. In the agenda items that follow, members will get a fuller understanding on the specific responsibilities and expectations regarding their work on further defining the 20 units of accounting study.

As part of the AEC's meeting materials, staff have provided excerpts (included in the Resource Binder) from both the SB 819 and the California Accountancy Act and CBA Regulations. These two documents, along with this paper, will be a resource for members at this and future meetings during deliberations on SB 819 and Pathway 2 licensure requirements.

Memorandum

AEC Agenda Item III.
April 8, 2010

To : AEC Members

Date : March 29, 2010

Telephone : (916) 561-1740

Facsimile : (916) 263-3676

E-mail : dpearce@cba.ca.gov

From : Deanne Pearce, Chief
Licensing Division

Subject : AEC Directives, Goals, and Staffing

As noted in the previous agenda item, the California Legislature established, under the jurisdiction of the California Board of Accountancy (CBA), the Accounting Education Advisory Committee – now being referred to as the Accounting Education Committee or AEC – with the express intent to assist the CBA in adopting guidelines for the new 20 units of accounting study that will be required for licensure beginning January 1, 2014. The bill did not prescribe the composition of the committee and CBA members at the recent March 2010 CBA meeting, elected to set the membership of the AEC at nine members. The AEC Chair will communicate to the CBA at its meetings on the progress and activities of the AEC.

In selecting the AEC members, the CBA paid close attention in choosing a group of diverse educators which would bring a range of viewpoints to AEC deliberations. To that end, educators from the California State University and University of California systems, private college/universities, and community colleges were selected.

For this agenda item, staff will provide an overview the following topics: (1) CBA directives for the AEC, (2) goals of the AEC, and (3) support activities provided by CBA staff.

CBA Directives for the AEC

At its November 2009 meeting, the CBA laid out specific directives regarding how the AEC will work towards assisting in the development of the new 20 units of accounting study. Specifically, the CBA provided the below directives to guide the AEC's work.

1. The AEC will meet a minimum of four times per year, with the meetings to rotate between northern and southern California, and held at low or no-cost locations. The meetings will be held separate from the CBA meetings and more meetings could be added if needed.

AEC Directives, Goals, and Staffing

Page 2 of 4

2. The AEC will assume the role of drafting proposed regulations for CBA review and adoption for the new 20 units of accounting study.
3. The AEC, in consultation with the Ethics Education Committee, will ensure the 10 units of ethics required to meet the new ethics requirement cannot be double counted and applied to the 20 units of accounting study.
4. The AEC will focus on the new 20 units of accounting study, and not focus on the existing 24/24 requirement.

Goals of the AEC

The primary goal of the AEC, as outlined in Senate Bill (SB) 819, is to assist the CBA in developing the new 20 units of accounting study required for licensure. As defined in SB 819, these units can be comprised of independent study or other academic work in accounting, business, ethics, business law, or other academic work relevant to accounting and business, with the purpose being to enhance the competency of students as practitioners.

With this legislative charge, as well as the CBA's directives in mind, staff have identified the below goals for the AEC to address over the coming meetings.

1. Develop a calendar for meetings and the topics the AEC will discuss at each meeting

This will be one of the primary tasks for the AEC's first meeting. In considering how best to develop a calendar for meetings, the AEC should note that SB 819 places a strict deadline on the CBA to have regulations adopted related to the additional 20 units of accounting study by no later than January 1, 2012. In order to adopt regulations, pursuant to California's Administrative Procedure Act, the CBA must have exposed and conducted a public hearing on the regulations. At this time, staff believe to accomplish this, the AEC will need to have its work completed no later than July 2011. Based on a proposed quarterly meeting schedule, that leaves the AEC a total of six meetings (including this one) in which to complete its work.

Since the CBA has allowed for additional meetings as necessary, and given that members may wish to meet more frequently in order to allow for the CBA to promulgate regulations sooner, thereby allowing colleges and universities to begin advising students on the new educational requirements, members could consider an alternate schedule other than quarterly. In addition, as topics are discussed and prior to each meeting, the AEC could

AEC Directives, Goals, and Staffing

Page 3 of 4

employ the use of subcommittees and working groups (as allowed for in the Bagley-Keene Open Meeting Act) to assist in the committee's work.

One other issue of note is that the CBA President has requested the final two AEC meetings be held in conjunction with CBA meetings. CBA meetings occur every other month beginning in January.

To assist the AEC in working its meetings into the CBA's calendar, provided in **Attachment 1** are the CBA's Year-At-A-Glance calendars for 2010 and 2011. These calendars provide dates on which CBA and other committee meetings are scheduled, as well as holidays and, through June 30, 2010, furlough days for CBA staff.

The finalized calendar adopted by the AEC at this meeting will be presented by the AEC Chair to the CBA at its May 2010 meeting for review and approval.

2. Establish an AEC purpose statement

It was suggested that at the first meeting, AEC members should establish a committee-specific purpose statement in order to provide a framework for its upcoming activities. Staff have penned a possible purpose statement for the AEC based on the legislation. Members should feel free to edit, revise, or pose additional purpose statements for consideration. After AEC adoption of a purpose statement at this meeting, the AEC Chair will submit to the CBA at its May 2010 meeting for review and approval.

"The purpose of the Accounting Education Committee is to assist the California Board of Accountancy in defining the additional 20 units of accounting study required for CPA licensure effective January 1, 2014."

3. Determine an appropriate breakdown of the 20 units of accounting study between accounting and business-related subjects

In addition to calendaring out meeting activities for the AEC, for this meeting, members will also begin discussion on this topic. Staff have provided a memorandum for this topic under **AEC Agenda Item IV**. For the memorandum staff have done some research on the Uniform Accountancy Act and other states' requirements to provide a context for discussion.

AEC Directives, Goals, and Staffing
Page 4 of 4

4. Deliberate on whether to define “independent study”

SB 819 allows for units obtained through independent study to count towards the new 20 units of accounting study requirement. Presently, the CBA does not have a definition of what constitutes independent study and a definition may be necessary to provide clarity to college/universities, students, and CBA staff.

5. Deliberate on whether to define “other academic work”

Similar to independent study, SB 819 allows for units obtained through other academic work to count towards the new 20 units of accounting study. Again, the CBA does not define what constitutes other academic work and a definition may be necessary to provide clarity to colleges/universities, students, and CBA staff.

6. Draft proposed regulations, with the assistance of CBA staff, to define the new 20 units of accounting study for CBA review and adoption

Once deliberations are concluded and decisions made on the previous five goals, along with any other issues raised by the AEC or CBA, work will begin on drafting the recommendations into regulations. Generally, this takes two meetings to accomplish in order to expose and refine the language. Upon completion, the AEC Chair will present the regulations to the CBA for consideration.

Support Activities Provided by CBA Staff

CBA staff provide numerous support activities for the CBA and its committees. From an administrative aspect, staff will assist members with travel, both in travel arrangement and in expense reimbursement. Staff, in conjunction with the AEC Chair, work on developing the meeting agenda, materials, and minutes. Staff also assist in research activities to enhance the ability of committees to make informed decisions. For example, staff can research information from other colleges and universities and conduct surveys of other state boards of accountancy. As the committee grows closer to drafting regulations, staff, along with CBA legal counsel, will provide important information on the requirements of the rulemaking process.

The CBA staff liaison for the AEC is Jenny Sheldon, Coordinator, Licensing Division. She is available to provide assistance on any item outlined in this memorandum. Please feel free to contact Ms. Sheldon by telephone at (916) 561-4339 or by e-mail at jsheldon@cba.ca.gov.

**CALIFORNIA BOARD OF ACCOUNTANCY (CBA)
2010 MEETING DATES/LOCATIONS
(BOARD)**

JANUARY 2010

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 SC	21 SC	22	23
24	25	26	27 QC	28 EAC	29	30
31						

FEBRUARY 2010

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2010

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 NC	26 NC	27
28	29	30	31			

APRIL 2010

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8 AEC	9	10
11	12	13	14	15	16	17
18	19	20	21 QC	22	23	24
25	26	27	28	29	30	

MAY 2010

S	M	T	W	Th	F	S
						1
2	3	4	5	6 EAC	7	8
9	10	11	12 SC	13 SC	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2010

S	M	T	W	Th	F	S
		1	2 S	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2010

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27 NC	28 NC	29	30	31

AUGUST 2010

S	M	T	W	Th	F	S
1	2	3	4	5 EAC	6	7
8	9	10	11	12	13 S	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2010

S	M	T	W	Th	F	S
			1	2 S	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 SC	24 SC	25
26	27	28	29	30		

OCTOBER 2010

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 QC	21	22	23
24	25	26	27 SC	28	29	30
31						

NOVEMBER 2010

S	M	T	W	Th	F	S
	1	2	3	4 EAC	5	6
7	8	9	10	11	12	13
14	15	16	17	18 NC	19 NC	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2010

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

COMMITTEE/TASK FORCE
 SB-SPECIAL CBA MEETING
 EAC-ENFORCEMENT ADVISORY COMMITTEE
 QC-QUALIFICATIONS COMMITTEE

GENERAL LOCATION
 NC-NORTHERN CALIFORNIA
 SC-SOUTHERN CALIFORNIA

- ON SHADED DATES CBA OFFICE IS CLOSED
- FURLOUGH DAY
- CBA MEETING
- CBA CONFERENCE
- CBA CONFERENCE (TBD)
- SPECIAL CBA MEETING ON LEGISLATION
- EAC MEETING
- QC MEETING
- AEC MEETING

**CALIFORNIA BOARD OF ACCOUNTANCY (CBA)
PROPOSED 2011 MEETING DATES/LOCATIONS**

JANUARY 2011

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		NC	SC	SC	

FEBRUARY 2011

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2011

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	NC	NC	
				31		

APRIL 2011

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2011

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	SC	SC	27
28	29	30	31			

JUNE 2011

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2011

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	NC	NC	29
30	31					

AUGUST 2011

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2011

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	SC	SC	30
				29		

OCTOBER 2011

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		SC			

NOVEMBER 2011

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	NC	NC	25
26	27	28	29	30		

DECEMBER 2011

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

COMMITTEE/TASK FORCE
 SB-SPECIAL CBA MEETING ON LEGISLATION
 EAC-ENFORCEMENT ADVISORY COMMITTEE
 QC-QUALIFICATIONS COMMITTEE

GENERAL LOCATION
 NC-NORTHERN CALIFORNIA
 SC-SOUTHERN CALIFORNIA

 ON SHADED DATES CBA OFFICE IS CLOSED
 CBA MEETING
 DCA CONFERENCE
 CBA WORKING CONFERENCE
 SPECIAL CBA MEETING ON LEGISLATION
 EAC MEETING
 QC MEETING



DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA BOARD OF ACCOUNTANCY
2000 EVERGREEN STREET, SUITE 250
SACRAMENTO, CA 95815-3832
TELEPHONE: (916) 263-3680
FACSIMILE: (916) 263-3675
WEB ADDRESS: <http://www.cba.ca.gov>



Attachment #3

**Accounting Education Committee
April 8, 2010 Meeting**

Easel Notes

To advise CBA on accounting study to enhance competence of students as practitioners and promote consumer protection.

Issues:

1. Look at other states
2. What's acceptable - accredited, on-line, extension
3. Transcript evaluation
4. Financial impact on students, schools, available faculty
5. Interplay between EEC and AEC
6. What is "other relevant education"
7. Education from other states
8. Level of courses - under-grad, grad
9. Independent study, internships, cooperative education
10. Limits on credit/no-credit, on-line, etc.
11. Areas within accounting, flexibility of courses
12. Barriers to entry
13. Non-accounting bachelors
14. National/substantial equivalency
15. Accounting, business, business law, other academic work related to the practice of public accountancy

Memorandum

AEC Agenda Item IV.
April 8, 2010

To : AEC Members

Date : March 29, 2010

Telephone : (916) 561-4339
Facsimile : (916) 263-3672
E-mail : jsheldon@cba.ca.gov

From : Jenny Sheldon, Coordinator
Renewal/Continuing Competency Unit

Subject : Discussion Regarding Composition of the Additional 20 Units of Accounting Study
Required By Business and Professions Code Section 5093

As noted in the previous agenda items, the Accounting Education Committee (AEC) was established for the purpose of developing the composition of the new 20 units of prescribed accounting study required for licensure after January 1, 2014. These 20 units are in addition to the 24 units in accounting subjects and 24 units in business-related subjects already required for licensure. In Senate Bill 819 the Legislature defined accounting study as independent study or other academic work in accounting, business, ethics, business law, or other academic work relevant to accounting and business, so as to enhance the competency of students as practitioners.

In this memorandum staff provide a brief overview of the Uniform Accountancy Act (UAA) guidelines, the foundation for most state's licensure requirements, while also providing a summary of four other state's accounting education requirements, selected either for physical proximity to California or comparable licensee population. This information is provided as a background and also to help generate ideas and relevant discussions.

UAA and Other States' Requirements

The UAA, as amended in July 2007, recommends a licensure requirement of at least 150 units of college education including a baccalaureate or higher degree conferred by a college or university with the total educational program to include an accounting concentration. The UAA does not go into any further detail on what constitutes, or should constitute, an appropriate accounting concentration. Most states, however, have adopted their own requirements for an accounting concentration with some being more prescriptive than others. Of the four examples provided below, Nevada and Texas appear to have the most specific requirements.

The Nevada state board prescribes a total of 57 units, with 30 units in accounting subjects and 27 units in business subjects. The accounting subjects must be

Discussion Regarding Composition of the 20 Units of Accounting Study

Page 2 of 3

completed above the introductory level, which is not defined, and include nine units of financial accounting, three units of cost accounting, three units of auditing, three units of federal income tax, and 12 units of accounting electives. The business subjects may be completed at the undergraduate or graduate level and must be in subjects other than accounting, including three units of business law.

The Arizona state board prescribes a total of 66 units, with 36 units in accounting courses and 30 units in related courses. Related courses are defined as business administration, statistics, computer science, economics, finance, management, business law, advanced mathematics, advanced written communication, advanced oral communication, ethics, or other courses closely related to the subject of accounting. Of the 36 units in accounting courses, 30 units must be in upper level coursework, which is defined as courses taken beyond the basic level, after any required prerequisite or introductory accounting course and does not include principals of accounting or similar introductory accounting courses.

The Colorado state board prescribes 48 units, with 27 units in accounting subjects and 21 units in other areas of business administration. Acceptable accounting subjects include cost accounting, tax, intermediate or advanced accounting, or accounting theory. Applicants must complete a minimum of three units in auditing and no more than three units in accounting-related computer and information systems. Other areas of business administration include business law, management, marketing, statistics, business communications, economics, or finance. Applicants may complete no more than six units in any one business subject area.

The Texas state board has similar requirements to the states identified above, prescribing a total of 57 units, with 30 units in accounting subjects and 27 units in upper level business courses, including a three unit ethics course. Texas, however, is unique in that a minimum of 15 units in accounting subjects must result from physical attendance at classes meeting on campus, thereby limiting the number of allowable independent study units. Texas is the only state reviewed which makes such a specification. The Texas state board also provides an extensive list of acceptable accounting and business course titles, that are not provided in this memo but are available upon request of the AEC.

When considering these state-specific requirements, it should be noted that it is unclear whether any of these states expanded upon the specific education requirements after the implementation of the 150-unit requirement.

Discussion Regarding Composition of the 20 Units of Accounting Study

Page 3 of 3

20 Units of Accounting Study

As evidenced by the varied requirements of the four states listed above, the AEC has many options in considering the allocation of the new 20 units of accounting study. To facilitate discussion in this regard, staff pose the below questions.

- Should the 20 units be divided between lower division, upper division, or graduate-level course work?
- Is there a need to specify a certain number of units to be completed in specific areas of accounting, such as tax, finance, or auditing?
- Should a specific number of units need to be completed in specific areas of business, such as business administration, business management, or communications?
- Should there be a limit on the number of units a student is able to complete via independent study?
- Ethics is an area of study allowed to meet the new 20 units of accounting study. How does the AEC wish to address a student's inability to double count an ethics course taken in fulfillment of the new 10-unit ethics requirement?
- Are sufficient courses presently available to meet the new 20 units of accounting study, above those already required of a baccalaureate degree in accounting?

The questions posed by staff in this memorandum are intended to stimulate discussion and are not all-inclusive of the areas open to consideration for the AEC. Likewise, the information regarding other states' approved subject matter is provided to give committee members examples of how other states have addressed similar accounting study requirements.

Dominic Franzella

From: Stan Deal [mailto:stan@deal.com]
Sent: Tuesday, February 09, 2010 9:29 AM
To: Dominic Franzella
Subject: RE: New 150 hour requirement

Dear Ms. Franzella,

Thanks for your response. I will be watching for your updates as we move towards the effective date.

Thanks,

Stan Deal

From: Dominic Franzella [mailto:dfranzella@cba.ca.gov]
Sent: Tuesday, February 09, 2010 9:05 AM
To: Stan Deal
Cc: pbowers@cba.ca.gov; drich@cba.ca.gov; DPearce@cba.ca.gov; 'Matthew Stanley'
Subject: RE: New 150 hour requirement

Good Morning Mr. Deal,

Please be assured that your e-mails will be forwarded to both committees for review. The Accounting Education Committee (AEC) has its first meeting scheduled for April 8, 2010 here at the California Board of Accountancy office in Sacramento. I will ensure that all materials prepared for the meeting, and all future meetings, will be sent to you to keep you fully informed of the AEC's activities.

In response to the question regarding the effective date of new requirement, there is no provision in Senate Bill 819 to grandfather people in; therefore, individuals applying for licensure on or after January 1, 2014 will need to meet the 150-hour requirement, including fulfilling the 24/24 requirement already in existence and the soon to be prescribed 10-hour ethic and 20-hour accounting study requirements.

Sincerely,

4/5/2010

Dominic

Dominic Franzella, Manager

Renewal/Continuing Competency & Client Services Units

California Board of Accountancy

(916) 561-4310

(916) 263-3672 (fax)

From: Stan Deal [mailto:stan@cba.ca.gov]
Sent: Monday, February 08, 2010 11:09 AM
To: Dominic Franzella
Cc: pbowers@cba.ca.gov; drich@cba.ca.gov; DPearce@cba.ca.gov; Matthew Stanley
Subject: RE: New 150 hour requirement

Dear Ms. Franzella,

Thank you for your response. I do appreciate your time and effort to help clarify the application of this new requirement. Your explanation does help greatly. There remain some tremendous hurdles as we try to navigate how this change will impact our program. Many other colleges and universities in California will be facing the same questions. While SB 819 does not require the additional units to be post-graduate, informal polls among our students have indicated that if students are going to invest an additional \$25,000, they want more than just 30 additional units. It seems almost certain that an intensive one year masters program will be the most desirable approach.

This brings me to the most difficult hurdle. If I understand the intent of SB 819, the purpose of specifying the content of the additional 30 units is to "provide students with a framework of ethical reasoning, professional values, and attitudes, for exercising professional skepticism and other behavior that is in the best interest of the investing and consuming public and the profession." This would indicate the additional units cannot simply be repetitive units in accounting subjects. They will need to expand upon the foundation built by the undergraduate major. This would mean that a student with an undergraduate degree in accounting from a four year school could not go to a community college to take the additional courses. The accounting courses offered by a community college would not be additional content. A student would have to go to a four year school that either offers additional accounting courses or pursue a masters degree. Due to the current budget cutbacks, none of the California state universities will allow a student to just take additional courses. You must be enrolled in a degree program. Further, they have cut back significantly on the number of students being accepted. The

4/5/2010

option to get the additional units at a state university will be severely limited for the foreseeable future.

The purpose of the AEC and ECC is to define the content of the additional courses. You have indicated that the ECC is to have its recommendations submitted no later than January 1, 2012. I do not see that there has been any such requirement of the AEC yet. At our university, the process to create a new course and have it approved through the administrative process is six to twelve months, if all goes well (which rarely happens). The process to create a new masters program is a two to three year process given the approvals needed from the various administrative offices and outside accrediting bodies and recruiting qualified faculty. If we start today we might be able to have everything approved by the January 2014 effective date. However, we cannot effectively plan and create the courses unless we know what the content requirements will be. It will be virtually impossible to comply if we have to wait until January 2012 or later for the advisory bodies to make their decisions.

I realize that none of this is under your control. I imagine SB 819 will complicate your life as well. I would like these concerns to be communicated to the appropriate groups so we can work together to make this transition as smooth as possible for both the universities and the students. For the record, specifying the content of the additional units makes perfect sense. However, the change is coming at a very difficult economic time for students and parents.

On a different issue, will the application of the new requirement be absolute on Jan. 1, 2014 or will there be some grandfathering. If someone has fewer than 150 hours, passed the exam but has less than the 2 years experience, will they be required to complete the additional 30 units? I will be advising students in the time leading up to the deadline and need to know how to properly advise them.

Thank you for listening to me. I appreciate your advice as we move towards implementing these new requirements.

Sincerely,

Stan Deal

From: Dominic Franzella [mailto:dfranzella@cba.ca.gov]

4/5/2010

Sent: Tuesday, February 02, 2010 4:01 PM

To: Stan Deal

Cc: pbowers@cba.ca.gov; drich@cba.ca.gov; DPearce@cba.ca.gov; 'Matthew Stanley'

Subject: FW: New 150 hour requirement

Dear Mr. Deal,

The California Board of Accountancy (CBA) thanks you for taking the time to contact us regarding Senate Bill (SB) 819. In my prior e-mail sent January 14, 2010 (see below), I indicated that additional time would be needed to provide a thorough response to your concerns. It is my hope that this e-mail will fully address the issues and questions you raised in your communication.

1. The new educational requirements defined in SB 819 refine the previously unspecified 30 semester units of college/university coursework that made up the 150-unit requirement. Specifically, of the 150 units, in addition to the already established 24/24-unit requirement for business-related and accounting subject matter, applicants must also complete an additional 20 units in accounting subjects and 10 units in ethics-related subjects, which will be defined by the Accounting Education Committee (AEC) and Ethics Curriculum Committee (ECC) respectively.

2. The ECC will be tasked with defining the criteria for the required 10 units of ethics education. SB 819 requires that the ECC composition be established by the following appointments:

- o One member by the California Public Employees Retirement System
- o Two members by the Regents of the University of California
- o Two members by the California State University Board of Trustees
- o Two members representing the California Community Colleges appointed by the Board of Governors of the California Community Colleges
- o One member each by the Senate Committee on Rules and the Speaker of the Assembly
- o One member by the Governor
- o One member by the CBA

SB 819 will require that the ECC, no later than June 1, 2012, recommend to the CBA ethics study guidelines that make up the 10 semester units of ethics. These units may consist of academic courses, portions of courses, or independent study offered by degree-granting institutions or other institutions of learning accredited by a regional or national accrediting agency.

SB 819 states that the units must come from “a program of learning that provides students with a framework of ethical reasoning, professional values, and attitudes, for exercising professional skepticism and other behavior that is in the best interest of the investing and consuming public and the profession.” This broad definition should provide the committee with considerable latitude when defining what coursework will make up the 10-unit ethics education requirement, to possibly include ethical components of courses taught at your university.

3. SB 819 does not specify that the new 30-unit requirement be completed with postgraduate units. Instead, as noted above, it refines the units that comprise the total 150 semester units needed for licensure.

4. Although SB 819 provides clear due dates for the committees to complete their work, the CBA intends on working with these committees to exceed these expectations and try to complete the work sooner. Hopefully, if the committees can complete their work earlier, it will mitigate some of the impact to all affected groups.

In order to get the message out regarding the new licensure requirements that will take effect in 2014, the CBA intends to take a proactive role in its outreach activities with colleges, universities and students.

5. In SB 819, the Legislature outlined the purpose for the new educational requirements for licensure. As you are probably aware, the CBA presently maintains two pathways to licensure – Pathway 1, completion of a baccalaureate degree with a minimum of 120 hours and a two-year experience requirement, and Pathway 2, completion of a baccalaureate degree including completion of a minimum of 150 semester units and a one-year experience requirement. With SB 819 eliminating Pathway 1 as an option for licensure, the Legislature declared “that if California is to require an additional 30 units of education of its accountancy students as a substitute for one year of accountancy experience, that the education must be relevant to the practice of accountancy and must include ethical education for the protection of consumers.” Therefore, the purpose of the new educational requirements is to offset the loss of Pathway 1 and its two-year experience requirement.

The seven-member AEC will not be the only group tackling the workload brought on by the new educational requirements. As I noted when addressing Question 2, SB 819 requires that the 11-member ECC handle the ethics educational units of the new requirements.

Mr. Deal, I hope I have addressed all of your questions and concerns. Should you need any additional

or further clarification regarding SB 819, please do not hesitate to contact me.

Sincerely,

Dominic Franzella

Dominic Franzella, Manager

Renewal/Continuing Competency & Client Services Units

California Board of Accountancy

(916) 561-4310

(916) 263-3672 (fax)

-----Original Message-----

From: Dominic Franzella [mailto:dfranzella@cba.ca.gov]

Sent: Thursday, January 14, 2010 4:50 PM

To: 'D. Deal' [mailto:ddeal@cba.ca.gov]

Cc: 'pbowers@cba.ca.gov'; 'drich@cba.ca.gov'; 'DPearce@cba.ca.gov'; 'Matthew Stanley'

Subject: RE: New 150 hour requirement

Dear Mr. Deal,

The California Board of Accountancy (CBA) is in receipt of your January 13th e-mail requesting further clarification on the recently passed legislation Senate Bill 819. Because of an upcoming CBA meeting (January 20-21), we need additional time to provide a thorough response to your request.

In addition, given your obvious interest in the impending changes to the accounting requirements for licensure and the impact they will have on your institution and students, we, again, invite you to submit a letter of interest and résumé or curriculum vitae regarding appointment to the Accounting Education Committee to the CBA's Executive Officer (see address below). This committee will be responsible for dealing with many of your concerns on which you wish to have further clarification.

As noted in the December 8, 2010 letter, the deadline to submit a letter of interest and résumé or

4/5/2010

curriculum vitae for consideration for membership on the Accounting Education Committee is January 31, 2010. These documents should be submitted to:

Patti Bowers, Executive Officer
California Board of Accountancy
2000 Evergreen Street, Suite 250
Sacramento, CA 95815-3832

Should you have any further questions going forward, please do not hesitate to contact either myself at the contact information listed below, or Matthew Stanley by telephone at (916) 561-1792 or by e-mail at mstanley@cba.ca.gov.

Sincerely,

Dominic Franzella

Dominic Franzella, Manager
Renewal/Continuing Competency and Client Services Units
California Board of Accountancy
(916) 561-4310
(916) 263-3672 (fax)

----- Forwarded by Patti Bowers/BoardOfAccountancy on
01/13/2010 04:04 PM -----

"Stan Deal" <mstanley@cba.ca.gov> on 01/13/2010 10:04:37 AM

To: <pbowers@cba.ca.gov>

cc:

Subject: New 150 hour requirement

Ms. Bowers,

I had been following the progress of the change to the 150 hour requirement for certification over the past few years. Then I received the letter dated December 8, 2009 indicating that California is going to dictate requirements for the additional units above the normal undergraduate degree. I was not aware of this part of the legislation and it is very problematic. I teach at a small private university and any changes in the curriculum requirements can have a severe impact on our students. The description of the new requirements is very vague. I have been in conversation with faculty at our university, faculty at other similar universities and recruiters at public accounting firms that hire our graduates and there are some basic questions that the letter does not answer. Below is a partial list of some of the questions and concerns. Perhaps you can answer them or tell to whom I should address them.

4/5/2010

1. The 150 hour requirement seems to assume that the standard bachelor's degree consists of 120 units. Many of our students graduate with 140 or more semester units. Will the new legislation require them to obtain only the additional units to attain 150, or will they be required to obtain the additional 30 units of ethics and accounting courses as defined by the new AEC?

2. The legislation states that an additional 10 units will be in ethics. It does not specify whether these must be in business or accounting ethics or just in general ethics study. We are a Christian faith based university. As part of our graduation requirements, all students are required to take several ethics based courses and ethics topics are incorporated into many courses including business and accounting courses. Will these courses count towards the 10 unit requirement or must they be post graduation?

3. Specifying the content of any additional units is especially problematic for private university students. If this is defined to mean 30 units post graduation, it will mean either a five year bachelors program or a one year intensive masters program. This will add an additional \$20,000 - \$30,000 to the cost of education and will drive students away from accounting as a major. Currently it is nearly impossible to attend state universities in order to take additional courses. Junior colleges will probably not offer accounting courses that will be in addition to those taken as part of the

undergraduate degree. This leaves few options on how to get the additional units.

4. Creating a new program that will satisfy this new requirement can take anywhere from 2 to 4 years to get through the university approval system.

Finding new faculty is very difficult. In the current economic climate, getting funding approved for such an undertaking is almost impossible. If the 2014 start date is maintained, I will have to advise next year's freshman class how this will apply to them. Given what I know currently, I will be unable to do that.

5. To my knowledge, California will be the only state that specifies the content of courses beyond the degree requirements of the individual university. What is the purpose behind this? The members of the new AEC will effectively be dictating to all California universities the content of their accounting programs. That is more authority than 7 individuals should have.

I know that the legislation has just barely passed, but the issues it raises will have to be addressed soon if universities are going to be able to adapt in time to meet the 2014 start date. Any information or advice you can give would be greatly appreciated.

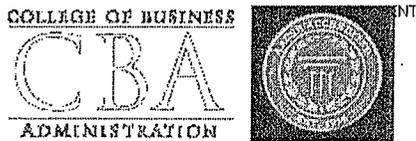
Sincerely,

Stan Deal

Stan Deal, M.S., CPA

School of Business and Management

Azusa Pacific University



[Future Students](#)
[Current Students](#)
[Graduate Programs](#)
[Community Partners](#)
[Faculty/Staff](#)
[Alumni](#)

[Visit CBA](#)
[Giving Back](#)
[Contact Us](#)
[Apply Today](#)

SEARCH

CAL POLY POMONA

Accounting > M.S. in Accountancy Links

M.S. in Accountancy Links

[ACC Homepage](#)

[Academics](#)

[Advising](#)

[Faculty](#)

[Beta Alpha Psi Fall 2009](#)

[Beta Alpha Psi Fall 2009](#)

[Beta Alpha Psi Fall 2009](#)

Commencing in Fall 2009, the College of Business Administration offers a Master of Science in Accountancy for individuals wishing to pursue a career in Accounting.

Click on following for:

[Programs offered](#)

[Curriculum](#)

- ACC 610 Internal Control and Corporate Governance (4)
- ACC 620 Assurance and Regulation in Accounting (4)
- ACC 630 International Accounting Issues (4)
- ACC 650 Internship in Accounting (4) (increase electives-if waived.)
- ACC 660 Contemporary Accounting Issues (4)
- ACC 697 Comprehensive Examination (1)

Elective Courses

Select two or more courses from List A and up to two courses from List B for a total of sixteen (16) units:

List A

- ACC 670 Management Control in Not-For-Profit Organizations (4)
- ACC 680 Fraud and Forensic Accounting (4)
- ACC 690 Strategic Tax Planning (4)

List B

- GBA 527 Organizational Communications (4)
- GBA 554 Client Server Computing (4)
- GBA 560 Legal Environment of Information Systems (4)
- GBA 640 Total Quality Management (3)
- GBA 641 Directed Study in Total Quality Management (1)
- GBA 645 Financial Decision-Making (3)
- GBA 646 Directed Study in Financial Decision- Making (1)
- GBA 647 Security Analysis and Portfolio Management (3)
- GBA 648 Directed Study in Security Analysis and Portfolio Management (1)
- GBA 654 Business Forecasting (3)
- GBA 655 Directed Study in Business Forecasting (1)
- GBA 673 Information Systems Seminar (3)
- GBA 674 Directed Study in Information Systems (1)
- GBA 683 Business Research Methods (3)
- GBA 684 Directed Study in Business Research Methods (1)
- GBA 687 Management Policies and Strategies Practicum (3)
- GBA 688 Directed Study in Management Policies and Strategies (1)
- GBA 695 Business Research Project (2-4)

Other GBA courses if approved by the Chair of the department.

ACCOUNTING GRADUATE COURSE DESCRIPTIONS

ACC 600 Business Valuation Using Financial Statements (4)

Provides a framework for business analysis and valuation using financial statement data and gives practical advice when using the framework to value a firm. Emphasizes integration of key concepts from accounting finance, economic and business strategy and illustrates the latest techniques and information sources used by financial information industry professionals. 4 Seminar, Case Analysis

ACC 608 Management Accounting Seminar (4)

Strategic management accounting and control issues, including cost determination and analysis, activity-based systems, budgeting, transfer pricing, performance evaluation, cost management and ethics. 4 lecture / discussion. Prerequisite: GBA 511 or equivalent.

ACC 610 Internal Control and Corporate Governance (4)

Presents the foundation of internal control theory accepted and promulgated by auditors and accountants. Supplemented by management implementation to achieve effective corporate governance. Includes best practices from preeminent companies that serve as benchmarks and models for evaluating and strengthening corporate governance. Seminar course with problem solving and case studies.

ACC 620 - Assurance and Regulation in Accounting (4)

A managerial perspective on accounting assurance and regulatory requirements for all types of businesses. Emphasis on financial statement audits, public company requirements, other governmental regulation and internal auditing. Seminar course with problem solving and case studies.

ACC 630 International Accounting Issues (4)

Exploration of international accounting issues from interdisciplinary, managerial perspectives. Comparative accounting across national borders. Harmonization and evaluation of international accounting standards. Foreign exchange. Mergers, acquisitions and business valuation. Ethics. Management control issues in international contexts. 4 lecture/problem-solving. Prerequisite: unconditional standing

ACC 650 - Internship in Accounting (4).

On-the-job training in accounting involving new masters-level learning experiences. Prerequisite: permission of the Director of the Accounting Graduate Program.

ACC 660 Contemporary Accounting Issues (4)

Study and analysis of contemporary accounting issues and practices. Emphasis on the integration of accounting knowledge in financial and managerial accounting, tax, accounting information systems, and auditing. Enhances analytical research, judgmental and communication skills of students. 4 seminars, case analysis

ACC 670 Management Control in Not-for-Profit Organizations (4)

Application of the processes of budgeting, planning, and controlling in governmental, hospital, and educational

Analyze, discuss challenges and opportunities for effective management and utilization of contemporary information technologies. Develop frameworks for multifaceted decisions associated with planning, developing, implementing and using computer-based information systems in business organizations. Current and emerging IT issues and best practices. 4 lectures/problem-solving.

GBA 674 Directed Study in Information Systems (1)

Independent investigation of selected problems in management information systems under the direction of a faculty member. 1 seminar. Concurrent enrollment with GBA 673 required. Unconditional standing required.

GBA 683 Business Research Methods (3)

Identification and investigation of business problems. Stating hypotheses, problem statements, defining and collecting data, and selecting appropriate analysis techniques. Examination of types of business research (ex post facto, laboratory, field, delphi or survey) and limitations for inference. 3 lectures/problem-solving. Unconditional standing required. Prerequisites: Completion of all MBA core courses and microcomputer proficiency. Concurrent enrollment in GBA 684 required.

GBA 684 Directed Study in Business Research Methods (1)

Development of hypotheses, problem statement and bibliography for business problems under the direction of a faculty member. 1 seminar. Concurrent enrollment in GBA 683 is required. Prerequisites: completion of all 600-level core classes. Unconditional standing required.

GBA 687 Management Policies and Strategies Practicum (3)

A capstone course on decision-making at the strategic management level. Cases and assigned readings utilized to focus on the various functional areas of business. Topics include consideration of business ethics and international issues. 3 seminars. Concurrent enrollment in GBA 688 required. Prerequisites: Completion of MBA core courses and microcomputer proficiency. Unconditional standing required.

GBA 688 Directed Study in Management Policies and Strategies (1)

Investigation in the overall operation of a business organization based on a computerized simulation program under the supervision of a faculty member. The program requires participants to make strategic decisions which involve the various functional areas of business. 1 seminar. Concurrent enrollment in GBA 687 required. Unconditional standing required.

GBA 695 Business Research Project (2-4)

A written research project concerning a significant problem in the field of business. Directed by a committee of graduate faculty members. Total credit limited to 4 units. Prerequisites: GBA 683 and GBA 684 for MBA candidates and approved committee form on file in Business Graduate Office; GBA 691 required for MSBA candidates. Advancement to Candidacy required.

Other GBA courses if approved by the Chair of the department.



[CSUSB HOME](#) | [MAP & DIRECTIONS](#) | [CONTACT CSUSB](#) | [DIRECTORY](#) | [INDEX](#)

[About CSUSB](#) | [Admissions](#) | [Athletics](#) | [Colleges](#) | [Library](#) | [Majors & Programs](#)

Majors & Programs > Graduate Programs

Master of Science in Accountancy (MSA)

- Overview
- Requirements
- Courses
- Faculty
- Getting Started

College of Business & Public Administration

Academic Programs Office

Undergraduate Studies

Graduate Studies

Majors & Programs

Master of Science in Accountancy (MSA)

Overview

College of Business & Public Administration

Dr. Rick Lillie rlillie@csusb.edu

Jack Brown Hall, Room 547

(909) 537-5726

Master of Science in Accountancy

The Master of Science in Accountancy (MSA) prepares students for a wide range of employment opportunities in public accounting, industry, finance, government and nonprofit organizations. The program is designed to produce individuals who are qualified with knowledge and skills in Professional Accounting and Accounting Information Systems. Graduates of the program are prepared to successfully challenge a professional examination for entry into the selected area; committed professional and career development beyond their formal education into highest executive levels of the selected area; capable of becoming leaders who exhibit high standards of ethical conduct within the profession; and prepared to pursue doctoral and research studies.

For more information please visit the program website [College of Business & Public Administration](#)

Please refer to the [University catalog](#) for official information.

[Disability Resources](#) | [Privacy & Security Notice](#) | [The California State University System](#)



California State University, San Bernardino
 5500 University Parkway, San Bernardino, CA 92407-2393
 909.537.5000

Updated December 17, 2009
[Contact Webmaster](#)

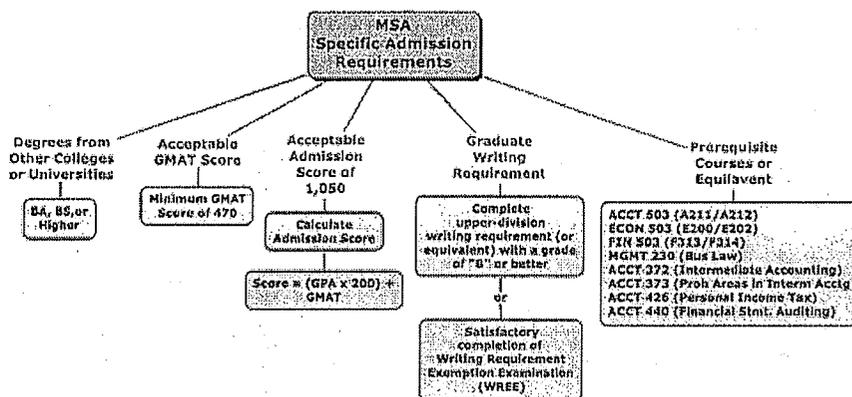
To begin MSA studies, you need to be admitted to the program as either Graduate Conditionally Classified or Graduate Classified. If you are admitted as Graduate Conditionally Classified, this means that you need to complete one or more prerequisite courses before you can begin 500 or 600-level MSA courses. The MSA Coordinator will work with you to determine appropriate prerequisite courses to complete. If you are admitted as Graduate Classified, you are ready to begin 500 and 600-level MSA courses. The MSA Coordinator will work with you to develop your MSA Study Plan.

The Post BA/BS Unclassified and Post BA/BS Classified categories are not applicable to the MSA program.

If you believe you might qualify for admission to the MSA program because of unique circumstances (e.g., you are judged to possess sufficient academic, professional and other potential to merit special consideration), you may petition for admission under special action. Submit your petition to the MSA Coordinator, Department of Accounting and Finance chairperson, or to the Dean of Graduate Studies.

Specific Admission Requirements for the MSA Program

In addition to the general requirements of the university, the MSA Program has specific admission requirements. The following diagram depicts specific MSA requirements that must be met in order to qualify for classified graduate status.



Degree from Other Colleges or Universities

To be accepted into the MSA program, you must have a BA or BS degree (or higher) from an accredited college or university. Your degree preferably should be in accounting or a closely-related business concentration. The MSA degree program is a specialty degree, designed to prepare you to meet the 150 Hour (225 quarter units) education requirement needed for licensure as a Certified Public Accountant (CPA) in California and throughout the United States.

Acceptable GMAT Score

The minimum acceptable GMAT score for the MSA program is 470. In certain cases, the GMAT examination requirement may be waived by providing proof of completion of graduate degrees (e.g., J.D., Ph.D., M.D., etc.), or by providing proof of passing the Uniform CPA Examination (CPA Examination). Recent CSUSB accounting graduates (within the past five years) who meet admission requirements for the MSA 3:2 Program option may request a waiver of the GMAT Examination requirement. Contact the MSA Coordinator or Department Chairperson for details.

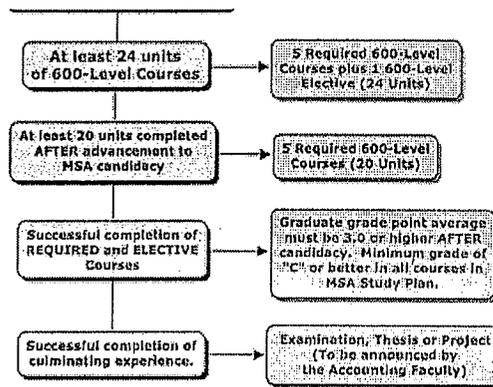
Acceptable Admission Score of 1,050

The following formula shall be used to determine an acceptable GMAT score for admission to the MSA program. Formula: (GPA x 200) + (GMAT score) shall be great than or equal to 1,050. The grade point (GPA) shall be 2.5 or higher based on the last 90 quarter (60 semester) units. The minimum overall GMAT score is 470.

Graduate Writing Requirement

Applicants to the MSA program will be required to pass (or have passed) the upper-division writing requirement before being fully classified into the MSA program. The writing requirement can be satisfied through one of the following ways:

1. Completion, with a grade of "B" (3.0) or better, within seven years prior to acceptance into the MSA program of MGMT 306 at CSUSB, or a "306" course offered by another CSUSB department (e.g., EDUC 306, ENG 306, HUM 306, NSCI 306, or SSCI 306). [All graduate and post-baccalaureate students, regardless of citizenship, whose preparatory education was principally in a language other than English, and who earned a minimum score of 550 on the TOEFL or a minimum score of 210 on the Computer Based TOEFL who fail to achieve a score



MSA Graduation Requirements (Professional Accounting Option)

The MSA program requires successful completion of a minimum of 45 quarter units of acceptable graduate-level work consistent with the MSA Study Plan Worksheet developed with the MSA Coordinator. The 45 quarter units must be completed within a 7 year period. At least 32 of the 45 quarter units must be completed at CSUSB.

The 45 quarter units shall include at least 24 quarter units of 600-level course work. For most candidates, the 24 quarter units will include the five required 600-level courses plus one 600-level elective course. Of the 45 quarter units, at least 20 quarter units must be completed AFTER advancement to MSA candidacy. Completion of the five required 600-level courses should satisfy this requirement.

Once admitted to the MSA program as conditionally classified or classified, candidates must maintain a 3.0 ("B") grade point average for all MSA course work. The minimum acceptable grade for any MSA course is a 2.0 ("C").

After advancement to candidacy, you must successfully complete a culminating experience. Culminating experience options will be announced by the Department of Accounting and Finance at a later time.

MSA Required Courses (20 Quarter Units)

ACCT 610: Financial Reporting and Disclosure (4)
 ACCT 615: Controllership (4)
 ACCT 620: Internal Auditing and Management Control (4)
 ACCT 625: Seminar in Accounting Information Systems (4)
 ACCT 629: Seminar in Tax and Business Decisions (4)

MSA Elective Courses (25 - 28 Quarter Units Selected in Consultation with the MSA Coordinator)

ACCOUNTING

ACCT 536: Corporate and Partnership Taxation (4)
 ACCT 539: Advanced Accounting (4)
 ACCT 541: Advanced Auditing (4)
 ACCT 556: Estates and Gifts and other Specialized Taxation Topics (4)
 ACCT 574: Reporting Issues in Intermediate Accounting (4)
 ACCT 605: Healthcare Accounting and Financial Analysis (4)
 ACCT 606: Accounting for Managerial Decision-Making (4)
 ACCT 642: International Accounting (4)
 ACCT 690: Advanced Topics in Accounting (4)
 ACCT 695: Graduate Independent Study (1-4)

FINANCE

FIN 602: Financial Theory and Corporate Finance (4)
 FIN 622: Entrepreneurial and Venture Finance (4)
 FIN 651: Financial Institutions and Markets (4)
 FIN 653: Investment Analysis and Portfolio Management (4)
 FIN 654: International Finance (4)
 FIN 680: Corporate Financial Strategy (4)

Accounting Information Systems Option

The MSA Accounting Information Systems Option is not currently offered. Contact the MSA

Memorandum

AEC Agenda Item V.
April 8, 2010

To : AEC Members

Date : March 29, 2010

Telephone : (916) 574-8220

Facsimile : (916) 263-3678

E-mail : Gary_Duke@dca.ca.gov

From : Gary Duke, Senior Legal Counsel
Division of Legal Affairs

Subject : Introduction to the Bagley-Keene Open Meeting Act

In your Resource Materials, California Board of Accountancy staff have provided a copy of the Department of Consumer Affairs' (DCA) "Guide to the Bagley-Keene Open Meeting Act (Including Amendments through January 1, 2010)" prepared by the Division of Legal Affairs. In addition to providing an overview to the act, it also includes the full text of the Bagley-Keene Open Meeting Act.

The purpose of the Bagley-Keene Open Meeting Act is to facilitate accountability and transparency of government activities and protect the rights of the citizens to participate in State government deliberations.

At the meeting, I will provide Accounting Education Committee members with an overview of the Bagley-Keene Open Meeting Act, and will be available to answer any questions members may have.

To assist in the overview process, attached to this memorandum is a document titled "Bagley-Keene Open Meeting Act, Top Ten Rules (January 2009)." This document has been prepared by DCA's Division of Legal Affairs for use at all new DCA board member orientations. It highlights the key components of the Bagley-Keene Open Meeting Act as it pertains to business conducted by boards and committees.

Attachment

**BAGLEY-KEENE OPEN MEETING ACT
TOP TEN RULES
(January 2009)**

[NOTE: GC § = Government Code Section; AG = Opinions of the California Attorney General.]

1. All meetings are public. (GC §11123.)
2. Meetings must be noticed 10 calendar days in advance—including posting on the Internet. (GC §11125(a).)
3. Agenda required—must include a description of specific items to be discussed (GC §§ 11125 & 11125.1).
 - a. No item may be added to the agenda unless it meets criteria for an emergency. (GC §11125(b).)
4. Meeting is “gathering” of a majority of the board or a majority of a committee of 3 or more persons where board business will be discussed. Includes telephone & e-mail communications. (GC § 11122.5; Stockton Newspapers Inc. v. Members of the Redevelopment Agency of the City of Stockton (1985) 171 Cal.App.3d 95.)
5. Law applies to committees, subcommittees, and task forces that consist of 3 or more persons (includes all persons whether or not they are board members). (GC §11121)
6. Public comment must be allowed on agenda items before or during discussion of the items and before a vote, unless: (GC §11125.7.)
 - a. The public was provided an opportunity to comment at a previous committee meeting of the board. If the item has been substantially changed, another opportunity for comment must be provided.
 - b. The subject matter is appropriate for closed session.
7. Closed sessions (GC §11126.) At least one staff member must be present to record topics discussed and decisions made. (GC § 11126.1).

Closed session allowed:

- a. Discuss and vote on disciplinary matters under the Administrative Procedure Act (APA). (subd. (c)(3).)
- b. Prepare, approve or grade examinations. (subd. (c)(1).)

- c. Pending litigation. (subd. (e)(1).)
- d. Appointment, employment, or dismissal of executive officer (EO) unless EO requests such action to be held in public. (subd. (a), (b).)

No closed session allowed for:

- a. Election of board officers. (68 AG 65.)
 - b. Discussion of controversial regulations or issues.
8. No secret ballots or votes except mail votes on APA enforcement matters. (68 AG 65; GC §11526.)
9. No proxy votes. (68 AG 65.)
10. Meetings by teleconferencing (GC §11123.)
- a. Suitable audio or video must be audible to those present at designated location(s). (subd. (b)(1)(B).)
 - b. Notice and agenda required. (subd. (b)(1)(A).)
 - c. Every location open to the public and at least one member of board physically present at the specified location. All members must attend at a public location. (subds. (b)(1) (C), and (F).)
 - e. Rollcall vote required. (subd. (b)(1)(D).)
 - f. Emergency meeting closed sessions not allowed. (subd. (b)(1)(E).)

Reference: January 2009 "Public Meetings" Memorandum & Attached Guide to the Bagley-Keene Open Meeting Act
http://www.dca.ca.gov/r_r/bagleykeene_meetingact.pdf

Memorandum

AEC Agenda Item VI.
April 8, 2010

To : AEC Members

Date : March 29, 2010

Telephone : (916) 561-1713

Facsimile : (916) 263-3678

E-mail : drich@cba.ca.gov

From : Dan Rich
Assistant Executive Officer

Subject : Economic Travel - Official State Business

Attached is a memorandum provided to California Board of Accountancy (CBA) members at the recent March 2010 meeting. The purpose of the document is to provide and define the basic travel reimbursement rules for individuals who are required to travel on official state business, methods of travel that are available, and how to use them.

This document will be crucial for Accounting Education Committee (AEC) members for any time spent traveling on official state business as it relates to AEC activities.

At the meeting, I will provide an overview of the previously circulated memorandum, and be available to answer any questions AEC members may have related to traveling on official state business.

Attachment

Memorandum

Attachment #1

Board Agenda Item X.F.
March 25-26, 2010

To : CBA Members

Date : March 8, 2010

Telephone : (916) 561-1713

Facsimile : (916) 263-3674

E-mail : drich@cba.ca.gov

From : Dan Rich
Assistant Executive Officer

Subject : Compliance with DCA Travel Guidelines

As a result of the recent direction provided by the Legislature during the Accountability and Administrative Review Hearing, the Department of Consumer Affairs (DCA) is committed to ensuring that only the most economical mode of transportation is reimbursed when employers are required to travel. Additionally, staff have been apprised that every travel claim submitted to DCA is being closely examined before any reimbursement is approved. Consequently, the issue of travel has been scheduled at this meeting to assure that all CBA members are aware of travel guidelines and do not incur travel expenses that are not reimbursable.

Attached is the Department of Consumer Affairs' Travel Guide (Travel Guide; Attachment 1). The purpose of this guide is to provide and define the basic travel reimbursement rules for employees who are required to travel on official state business, methods of travel that are available, and how to use them.

Per Diem Allowances – Please refer to page three and four in the Travel Guide.

Distance and time are two criteria that need to be considered when determining the appropriate amount of reimbursement allowed for meals, lodging and incidentals. Employees on travel status must be at least 50 miles from home/headquarters. The most direct route determines this distance. There are no flat reimbursement rates for meals. All items claimed are to be for the actual amount of the expense, up to the maximum reimbursement amounts. Time requirements are applicable when determining which meals are reimbursable.

The state rate only will be reimbursed for lodging. Please see page three of the travel guide for state rates related to specific counties.

Transportation – Please refer to page nine in the Travel Guide.

When determining the most economical mode of transportation, the following costs should be considered:

- Expenses for transportation (airline, bus, train, mileage for private vehicles, gasoline for rental cars, parking, shuttle, tolls, etc.).

- The most economical parking should be used at an airport (i.e., economy or long-term parking rather than daily or hourly parking).
- Valet parking will not be reimbursed.
- The urgency of the situation.
- The number of persons to be transported.
- Driving time one-way (consider alternate transportation if over 2 hours).
- If flying, the availability of transportation to and from the destination.

CBA staff are still seeking DCA guidance regarding those travel expenses that should be included when comparing alternate means of travel. For assistance in comparing costs to ensure the most economical mode of transportation is used, as noted on page 10 of the Travel Guide, please contact Veronica Daniel at (916) 561-1716. Please be aware that only the least expensive method of transportation will be reimbursed.

Rental Cars – Please refer to page 12 and 13 in the Travel Guide and the attached Department of General Services' Travel Bulletin #09-09 (Attachment 2).

The State currently contracts with Enterprise Rent A Car for vehicle rental while on official State business. In the event that Enterprise is unable to provide service, there are two secondary vendors: Alamo and National. Employees who use a non-contract vendor when a contract vendor is available, or exceed the maximum rates, will be responsible for the difference unless valid written justification is provided. Please refer to the attached Travel Bulletin for maximum rates.

The rental car requirements state that employees must NOT:

- Extend rental agreements for personal business and pay the difference.
- Agree to purchase insurance. Insurance is included in the state contracted rates.
- Agree to purchase the fuel service option or prepaid fuel. Employees are required to fill the vehicle up with gas before returning the vehicle.
- Agree to purchase higher rate, non-economy cars.
- Carry unauthorized, non-state employees, in rental vehicles.

Receipts – Please refer to pages 17 and 18 in the Travel Guide.

Receipts shall be submitted for every item of expense except for the following:

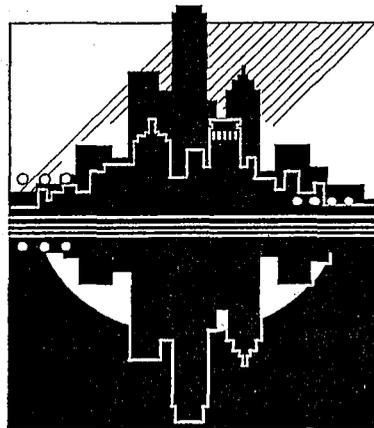
- Per Diem Meals and Incidentals.
- Overtime Meals.
- Up to the published railroad and bus fares of less than \$10.00, when travel is within the State of California.
- Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi shuttle or hotel bus fares, and parking fees of \$10.00 or less for each continuous period of parking or each separate transportation expense.

CBA staff are currently making modifications to CBA communications, new CBA member orientation materials and policy manuals to include information regarding the importance of selecting the most economical mode of travel.

For assistance with travel reservations, please contact Marina Olivarez-Fuentes at (916) 561-1712 or Miatra Smith at (916) 561-1719. Please submit your travel claim information to Barbara Coleman within 30 days after travel.

Attachments

CONSUMER AFFAIRS TRAVEL GUIDE



Office of Administrative Services
Accounts Payable Unit
January 2009

Disclaimer

Bargaining Contracts, Department of Personnel Administration (DPA), Departmental Policy and the State Administrative Manual (SAM) sets forth the information contained in this Travel Guide. If any of the information within is in conflict with the most recent provisions set forth by the said mentioned above then those provisions will supersede this guide. Information provided in this guide is routinely updated by various control agencies. The traveler or user of this guide must always make sure they have the most current information.

TABLE OF CONTENTS

CHAPTER 1	1
INTRODUCTIONS AND DEFINITIONS	1
Introduction.....	1
Who can file a claim	1
Terms.....	2
Policies.....	2
CHAPTER 2	3
PER DIEM ALLOWANCES.....	3
Introduction.....	3
Lodging Rates.....	3
Lodging Guide.....	3
Hotel Tax Waiver.....	3
Acceptable Receipts.....	4
Sharing a Room.....	4
Meal Rates.....	4
Less Than 24 Hours	4
Over 24 Hours	4
Incidentals.....	5
Business Related Meals	5
Receipts	5
Overtime Meals and Rates.....	5
Definitions	6
Arduous Work OT Meal*.....	6
Excess Lodging Policy and Procedure.....	6
Reasonable Accommodation.....	7
Exception to Travel Status Policy.....	7
Exception Authority, Limits and Criteria	7
Exception Process	7
Exception Process (continued).....	8
CHAPTER 3	9
TRANSPORTATION	9
Introduction.....	9
Supervisor's Responsibility.....	9
Determining the Most Economical Mode of Travel.....	9
Cost Comparison	10
Example of Cost Comparison.....	10
Reimbursement	10
Exception	10
Direct and Indirect Travel Arrangements	11
Reservations.....	11
Non-employee Reservations.....	11
Frequent Flyer Programs	11
Receipts	12
Airport Parking.....	12
State-owned, Privately-owned and Commercially-owned Rental Vehicle Use.....	12
Commercial Rental Cars	12
Car Rental Requirements	13
Car Rental Reservation Information	13
Contracted Car Rental Companies, Rates and Contact Numbers.....	13
Forms of Payment	14
Insurance.....	14

Personal Use	14
Fuel Reimbursement.....	14
Car Rental Receipts.....	14
Private Vehicle Authorization and Use.....	14
Mileage Rate Reimbursement.....	15
Alternate Work Site Mileage.....	15
Airport Drop Off.....	15
Motor Vehicle Accident Reporting (SAM section 0757).....	15
Overtime and Callback Mileage	15
State Vehicle Emergency Repairs	15
Taxis and Shuttles	16
Parking and Tolls (SAM section 0755)	16
Commuting Transit and Vanpool.....	16
CHAPTER 4	17
BUSINESS EXPENSES AND RECEIPTS.....	17
Business Expenses	17
Valid Receipts	17
Required Receipts	18
Not Required	18
Lost Receipts	18
Odd Sized Receipts.....	18
CHAPTER 5	19
REPORTABLE TAX ITEMS	19
Introduction.....	19
Reportable Items.....	19
Reportable Withholdings	19
W-2s.....	20
Capturing Reportable Items	20
CHAPTER 6	21
OUT-OF-STATE, OUT-OF-COUNTRY AND AMENDED CLAIMS.....	21
Introduction.....	21
Out-of-State Travel (OST)	21
Out-of-Country Travel.....	21
Amended Claims.....	22
CHAPTER 7	23
TRAVEL AND EVIDENCE ADVANCES	23
Travel Advances.....	23
CHAPTER 8	25
FILING REQUIREMENTS	25
Claim Form and Correction Instructions	25
When to Submit a Travel Expense Claim (TEC)	25
Required Information.....	25
CHAPTER 9	27
COMPLETING THE TRAVEL EXPENSE CLAIM.....	27
Introduction.....	27
Employee Information.....	27
Trip Information, Miscellaneous Information and Justifications, and Authorized Signatures	27
APPENDIX	29
RESOURCE MATERIALS AND FORMS	29
Resource Materials	30
Useful Web Sites and Addresses.....	30
List of Related Forms.....	31

CHAPTER 1

INTRODUCTIONS AND DEFINITIONS

Introduction

The purpose of this guide is to provide and define the basic travel reimbursement rules for employees who are required to travel on official state business, methods of travel that are available, and how to use them. In accordance with the State Bargaining Contracts, Department of Personnel Administration Sections 599.615 - 599.638.1 and the State Administrative Manual (SAM) Section 0700. If any of the information herein is in conflict with the most recent provisions set forth by the bargaining contract or government code sections cited above, then those provisions will supersede this guide. In addition, information provided in this guide is routinely updated by various control agencies. The traveler or user of this guide must always make sure they have the most current information.

Note: The travel reimbursement program is subject to Internal Revenue Service (IRS) requirements. There are no flat reimbursement rates. All items claimed are to be for the actual amount of the expense, up to the maximum rates allowed for all State officers, employees, and agents of the State traveling on official state business.

Who can file a claim

All DCA employees and any agent of the State (listed below) may request a travel advance and/or travel reimbursement using the appropriate department forms. Certain restrictions may apply (See reference-related section for specific requirements).

Statutory Board Members are individuals appointed to serve on boards or commissions established by law. Members are appointed by the Governor, Legislature or Department Head. Reimbursement for necessary travel expenses is based on the rates for non-represented employees.

Non-Statutory Board Members are individuals appointed to serve on boards, commissions or task forces that are created by agency secretaries, department directors, or executive officers on an as-needed basis to fulfill the department's mission. Reimbursement for necessary travel expenses is based on the rates for non-represented employees.

Proctors are intermittent hires through State Personnel Board. Proctors administer written or physical agility exams for civil service classification. Reimbursement for necessary travel expenses is based on the rates for non-represented employees.

Volunteers are individuals who voluntarily perform services for the State without pay. The volunteer must sign an Oath of Allegiance, which is kept on file at the department with the Volunteer Service Agreement. Volunteers will be reimbursed for necessary travel expenses at the rate negotiated for State employees performing comparable duties.

Terms

Short Term Travel: Travel where expenses are incurred at least 50 miles (one-way) from headquarters and/or residence when applicable, and is less than 31 consecutive days.

Long Term Travel: Travel that is in excess of 30 consecutive days becomes Long Term Travel. Please note special reimbursement rates and reporting requirements apply.

Per Diem Expenses: State business meals, lodging and all appropriate incidental expenses incurred while on travel status.

Transportation Expenses: Various modes of transportation used while on official state business. For example: airfare, vehicle, taxi and shuttles expenses.

Business Expenses: Charges necessary to the completion of official state business; such as business phone calls, emergency clothing and emergency supplies. All purchases shall be justified, and if the total business expense is over \$25.00, the claim must be approved by the DCA Fiscal Officer.

Conference or Convention: A meeting with a formal agenda, of persons to discuss or consult on specific work related subjects with the purpose of exchanging views, providing lectures or dialogue or providing or gaining skills and/or information for the good of the State.

Non-State Sponsored Conference: Planned, arranged and funded by an outside entity.

State Sponsored Conference: Planned, arranged and funded by state agencies for the benefit of the State and/or outside parties for the purpose of conducting state business.

Policies

Official Established Headquarters: Shall be designated for each state officer and employee and defined as the place where the officer or employee spends the largest portion of their regular workdays or working time, or the place to which he/she returns upon completion of special assignments. In some instances, however, it may be in the best interest of the department to designate either an employee's residence address or an assigned geographic area as his/her headquarters. Home-as-headquarters and geographic area designations will be based upon a determination of "economic merit" for geographic and logistical circumstances where the State benefits from such a determination, either in increased efficiencies or reduced costs.

Signature Authority: The signature of the approving officer certifies that the traveler is authorized to travel, the expenses incurred were to conduct official State business and that the items claimed are appropriate and keeping within the rules that govern state business travel. Typically the approving officer would be the traveling employee's immediate supervisor.

The Deputy Director of Board Relation approves Board Presidents travel expense claims. Once they have been reviewed and initialed by the Executive Officer. The Board President shall approve the Executive Officers & the Board Members travel claims. All approving officers must have a signature card on file with the Cashier's Office.

Note: See DCA Policy, Form and procedures regarding Authorized Signatures posted on the DCA Intranet.

CHAPTER 2

PER DIEM ALLOWANCES

Introduction

The State provides for reimbursement of actual and necessary out of pocket expenses while traveling on state business. When determining the appropriate amount of reimbursement allowed for meals, lodging and incidentals, two criteria need to be considered distance and time. Employees on travel status must be at least 50 miles from home/headquarters. The most direct route determines this distance.

For Short Term Travel Status Per Diem (meals, lodging and incidentals), several factors need to be considered such as:

- The bargaining unit of the employee (Represented or Excluded).
- Geographical location of travel must be at least 50 miles (one-way) from where the trip begins headquarters and/or home. Factors: Which is the closest distance? Is travel during normal working hours or not? Is it a second work site? Etc.
- The time frames the trip started and stopped.
- The type and location of facilities used for lodging.

Lodging Rates

Short-term reimbursement rates for lodging expenses are as follows:

Lodging Reimbursement	Up to the Maximum Rate
In all counties of the state except for those listed below.	\$84.00 room rate plus taxes.
Los Angeles & San Diego County.	\$110.00 room rate plus taxes.
Orange & Marin Counties <i>For R-BU 2 employees only</i>	\$110.00 room rate plus taxes <i>with prior supervisor approval.</i>
Alameda, San Francisco, San Mateo & Santa Clara Counties.	\$140.00 room rate plus taxes.

Lodging Guide

The American Express Lodging Guide website <http://www.catravelmart.com/> has been developed to find lodging for state business at state rates by the Department of General Services and American Express. Failure to use this resource can result in the denial of an excess lodging request from DPA and/or DCA.

Hotel Tax Waiver

The Hotel/Motel Transient Occupancy Tax Waiver, Form 236 (New 9-91) should be used whenever possible. This form must be completed in advance and given to the hotel for their records. In most cases, employees must ask for the exemption at time of reservation. Some hotels will not honor the tax waiver.

Acceptable Receipts

Lodging receipt must indicate the establishment's name, address, and check in/out date and time, number of occupancy, room rate, taxes and method of payment.

Sharing a Room

When sharing a room with another state employee each person can claim ½ the room rate or one employee can claim the entire amount and reference the other person in the comment section. Both employees should file their travel expense claims at the same time and a copy of the other's claim should be attached to their own.

Meal Rates

There are no flat reimbursement rates. All items claimed are to be for the ACTUAL AMOUNT OF EXPENSE, up to the following maximum reimbursement amounts listed below. The employee (or agent of the state) shall not claim reimbursement for any meals provided by or included in the cost of the hotel stay, airfare, and conference or convention registration fee and/or provided by the terms stated in a state contract.

Expense	Maximum Reimbursement	Expense	Maximum Reimbursement
Breakfast	\$6.00	Dinner	\$18.00
Lunch	\$10.00	Incidental	\$6.00

Less Than 24 Hours

The following table shows conditions under which a represented or non-represented employee may be reimbursed for meals while on travel status, if the trip is less than 24 hours:

Starts trip on OR before	Returns from trip on OR after	Entitled to
6:00 a.m.	9:00 a.m.	Breakfast
4:00 p.m.	7:00 p.m.	Dinner

NOTE: Board and Committee Members are entitled to meals, including lunch, on a one-day trip only when attending official scheduled Board or Committee meetings. These meal expenses are excused from the travel status mileage requirement, but all time requirements are applicable. (Example: Start trip at or before 11:00 a.m. and end at or after 2:00 p.m. to claim lunch). In addition, meals on trips of less than 24 hours will be reported as a taxable fringe benefit as required by the IRS.

Over 24 Hours

If a trip is over 24 hours but less than 31 consecutive days, a represented or non-represented employee is entitled to Breakfast, Lunch and Dinner for every full 24 hour period of time while on travel status. The following table shows the meal entitlements for the last fractional period of time:

Starts trip on OR before	Returns from trip on OR after	Entitled to
6:00 a.m.	8:00 a.m.	Breakfast
11:00 a.m.	2:00 p.m.	Lunch
5:00 p.m.	7:00 p.m.	Dinner

Incidentals

Incidental reimbursement is allowed for every full 24 hours of travel up to the maximum of \$6.00 for actual, necessary expenses. Incidentals include, but are not limited to, expenses for laundering/pressing of clothing and tips or gratuities for services such as porters and baggage handlers.

Business Related Meals

In rare instances, the cost of business-related meal expenses may be allowed. It must be clearly shown that it was impractical to conduct the State's business during working hours and that the meal took place in conditions beyond the employee's control. Justification should be provided on the TEC. The statement must include the purpose or goal of each business-related meal and the unusual conditions that justify payment. The employee may claim expenses not to exceed the breakfast, lunch or dinner allowance, whichever meal was consumed. The amount must be supported by a voucher or receipt for represented employees. Claims must include the establishment, the persons in attendance and the business conducted during the meal period. No reimbursement is allowed for the meal if the employee claims per diem for that day.

Allowable meals may include: participants from different cities hold a luncheon to allow one or more of them to make connections on a scheduled flight; an employee is required to go to lunch as a member of a group, such as a Board or Commission where official business is conducted; the meeting does not adjourn during the lunch and the employee has no choice of place to eat.

Non-allowable meals include: two or more employees go to lunch together and continue their business as an incidental to the meal; the meal is strictly for public relations purposes; when departments call meetings with their own and /or other department employees to conduct state business; the meeting could have taken place during regular working hours.

Receipts

Although the DCA does not currently require receipts for most meals or incidentals (except as noted above), the traveler must retain all their meal and incidental receipts for IRS purposes.

Overtime Meals and Rates

Overtime meal reimbursement is allowed when the employee works two excess hours either consecutive or contiguous to regular scheduled work hours. Rates and terms are defined by each bargaining unit contract as stated below. In determining the overtime hours worked for meal compensation, do not include any breaks for meals. Only one meal allowance may be claimed each day unless the employee has worked a minimum of 16 hours. For every six additional hours worked in excess of 10 hours, another meal allowance may be claimed, not to exceed three overtime meals within twenty-four hours.

Bargaining Unit	Rate	Consecutive*	Contiguous*
7 & 10	\$7.50	X	
1, 4, & 11	\$8.00		X
2, 9, 12, 19, & 21	\$8.00	X	
Excluded , 16 & 21 (exempt FLSA)	\$8.00	X	

Definitions

Consecutive: works either 2 hours before or 2 hours after normal work hours on a regular scheduled workday. Works 2 hours in excess of normal work hours on weekends, holidays, or regular scheduled day off (RDO).

Contiguous: Works 2 or more hours in excess of the number of hours worked on regularly scheduled workday.

Excluded WWGE & Represented Employees Exempt From FLSA are only entitled to overtime meals for extended arduous work.

*Arduous Work OT Meal**

Meals for Extended Arduous Work. On those rare occasions when an employee who is in a work week group other than work week group 2 would be required to physically or mentally work 10 hours or more (not including any breaks for meals) for an extended period of time. The employee, with approval of the appointing authority, may claim the actual cost of an arduous work meal up to \$8.00. Such meals should only be approved when it is clear that the work schedule is consistently in excess of a normal full time schedule. Occasional extra hours worked, consistent with the nature of other than Work Week Group 2 work schedule; do not meet the criteria for Extended Arduous Work Meals.

Excess Lodging Policy and Procedure

Reimbursement for lodging expenses in excess of the state specified rates, excluding taxes, require prior written approval from DPA and/or the DCA. A completed Excess Lodging Request (STD 255C) form should contain:

- ✓ A list of at least three hotels contacted using the American Express Lodging guide website to obtain state rate lodging. Contact additional hotels if no state rate hotels are found within the work area.
- ✓ Supporting documentation that a reasonable effort was made to locate lodging at the state-specified rates. Using only higher rate hotels in the documentation can not be considered reasonable efforts.
- ✓ Explain any applicable reasons for the state business need for an exception to the State's standard lodging rate.
- ✓ Obtain all required signatures and submit the request to the DCA Travel Unit at least 15 working days prior to the trip, when possible.
- ✓ Employees who incur expenses in excess of standard reimbursement will be responsible for the difference if the excess lodging request is denied.
- ✓ Attach agendas for any conference or convention that would assist in the travel justification.

Reasonable Accommodation

Can be obtained through Health & Safety when travel requirements are a hardship to the employee for medical reasons with supporting documentation. Please obtain the Reasonable Accommodation approval prior to commencing the trip.

Exception to Travel Status Policy

It is the policy of the DCA to adhere to the rules and regulations as defined by the Department of Personal Administration (DPA) regarding the approval of requests for reimbursement within 50 miles of the employees home or headquarters when conducting official state business. Extreme Acts of God and Nature that place the employee in harms way are automatic and will be approved after the fact, when fully documented.

Note: All exceptions to travel status reimbursements will be reported as a taxable fringe benefit as required by the IRS.

Exception Authority, Limits and Criteria

The DPA delegated the exception to travel status authority to the Director of the DCA who delegated the authority to the Deputy Director. There is no other allowable signature authority for this delegation. This delegation is extended with the provision that it will be administered according to the criteria, considerations and record keeping requirements as stated below. All exceptions are subject to audit by the DPA. Exceptions are to be granted in advance of the occurrence by the appointing power.

This delegation does not extend to the approval of meals or lodging at either the home or headquarters location. There is no allowance for any increase in the standard short-term travel reimbursement rates for meals and lodging or partial exceptions, such as lodging allowance without meals. When exceptions meet all the requirements and are granted by the Deputy Director, the employee is entitled to full short term travel reimbursement rates. This exception is not to be used in lieu of overtime for one-day travel.

Exception requests will be considered under a limited number of circumstances, when the employee is required to be away from his/her home and headquarters locations for more than a single day, but less than 50 miles. Based on the nature of the work performed, the hours of work or the apparent road/weather conditions make it impractical for the employee to return home or to the headquarters location at night.

The DPA has provided guidelines for an exception approval criterion that includes reasonable commute mileage. State departments are expected to demonstrate that every consideration has been given to minimize the cost to the State through responsible planning and scheduling.

Exception Process

A written request must be submitted in advance of the occurrence to the Accounting office for review and submission to the Deputy Director. The Executive Officer or the Division/Bureau/Program Chief must approve all exception requests.

Requests must contain the following information for each attendee:

- ✓ Name and classification of employee(s) requesting exception. If the time period and reason for expense are the same, submit a group request listing each employee's name, classification, the time period and reason.

Exception Process (continued)

- ✓ Name and address of the location expenses will be incurred.
- ✓ Name of the sponsor of the event.
- ✓ Reason(s) for the exception request; attempts made to reduce the costs.
- ✓ Amount of the anticipated expenses, including tax.
- ✓ For a conference or convention, when more than one attendee, explain why one employee could not achieve the goal and attach Training & Development request with approval.

Provide copies of the agenda, conference/convention announcements and map/mileage print outs. Once the exception request has been processed, a copy will be forwarded to the requesting office by the DCA Accounting Office. The requesting office must maintain a record of each request for the standard five-year record retention schedule.

CHAPTER 3

TRANSPORTATION

Introduction

The cost of transportation while on official state business should be accomplished by using the *most economical* means for the State.

Transportation expenses consist of:

- Commercial air fares
- Private vehicle use
- Commercial rental car use
- Gasoline for state or rental cars
- Taxis, shuttles or streetcar fares
- Parking of state, rental or privately owned vehicles
- Bridge and road tolls
- Emergency repairs (state cars only)
- Commuting Transit/Vanpool (EE Benefit) use

Supervisor's Responsibility

It is the supervisor's responsibility to ensure the method chosen for travel on State business is in the best interest of the State and not for the employee's convenience.

Determining the Most Economical Mode of Travel

When determining the most economical mode of transportation, the following costs should be considered:

- Employee's time
- Expenses for transportation (airline, bus, train, parking, shuttle, tolls, etc.)
- Expenses for meals, incidentals, lodging and any other state business expense
- The urgency of the situation
- If the employee must carry specialized equipment
- The number of stops and amount of equipment
- The number of persons to be transported (is it more economical?)
- Driving time one-way (is it over 2 hours?)
- Availability of transportation to and from the destination
- Overtime wages

Cost Comparison

Reimbursement will be made for the mode of transportation which is in the best interest of the State, considering direct expenses as well as the employee's time. If the employee chooses a more expensive mode of transportation, reimbursement will be for the least expensive mode of travel. Expenses incurred at the travel destination will be reimbursed based on the actual business expenses incurred while at that location. A cost comparison must:

- ✓ Be completed and attached to the TEC, showing both methods of travel.
- ✓ Include the least costly methods of travel for those expenses actually being substituted.
- ✓ Include only the expenses of traveling from one location to another. Do not include any work site expenses. Expenses incurred on site are to be claimed separately.

An employee choosing to use a more expensive mode of transportation will only be reimbursed for the amount it would have cost for the most economical mode of travel.

A cost comparison showing actual cost incurred versus the most economical mode and cost must be submitted with an employee's TEC. The cost comparison form is provided in Appendix A, for your convenience.

Example of Cost Comparison

The most common cost comparison is when the employee chooses to drive their personal vehicle versus using normal air transportation. For example, when an employee drives (having obtained supervisor's prior approval) to Los Angeles from Sacramento, the comparison is computed from the point the employee would normally have left on travel status in Sacramento to the point of landing in Los Angeles.

Air Costs		Vehicle Costs	
Ticket round trip	\$116.00	Mileage: city-to-city round trip	
Mileage to/from airport		720 miles x .585 cents per mile =	\$421.20
30 miles x .585 cents =	\$ 17.55		
Parking	\$ 12.00		
Total	\$145.55		

Reimbursement

The least expensive method of transportation will be reimbursed on the TEC.

The time requirement for meals and lodging would be allowed for the time the employee would have left and returned had they flown. Additional meal and lodging expenses incurred as a result of using an alternative method of transportation is at the employee's own expense.

Exception

An exception to the least expensive requirement would be if an employee has a reasonable accommodation approval through the DCA Health and Safety Office, which prevents the employee from specific modes of travel, such as air travel.

Request guidance from the Accounting Office's Travel Unit when special circumstances arise, prior to commencing the trip.

Direct and Indirect Travel Arrangements

All travel arrangements for official state business should be made through the Department's approved travel agency or directly with Southwest Airlines.

Reservations

When making reservations using Giselle's Travel Agency, it is important to remember that a service fee will be added to the cost of your flight. For on-line booking it is \$10.00, and telephone booking is \$15.00. The web link is: <https://www.globaltrav.com/> or you can contact an agent at (916) 922-0330.

To navigate the Giselle's website follow these steps:

- ✓ Click on "Corporate & Government Travel"
- ✓ Click on "State of California"
- ✓ Under "Department Name," use the pull down menu and select either "DCA Boards" or "DCA Bureaus."
- ✓ Under "Billing Codes," use the pull down menu and choose your board, bureau, division or program.
- ✓ Complete all requested information except for the credit card information. This is a default section and your airline ticket will be charged to the DCA's AMEX business travel account.

When making reservations using Southwest Airlines go to: www.swabiz.com and follow these steps:

- ✓ Click on "Traveler Accounts"
- ✓ Enter the appropriate company ID number: Boards and Committees: 99039695 or Bureaus and Divisions: 99290693
- ✓ Enter your personal Rapid Rewards number and password
- ✓ Click on "login"
- ✓ Click on "Reservations" and proceed as prompted

The contract airlines and their one-way fares are found on the internet at: <http://www.travel.dgs.ca.gov/airlines> . These fares are unrestricted and are not subject to limited seating.

Non-employee Reservations

You can make reservations for non-state employees conducting state business for your program, such as witnesses or contractors, and receive state rates when using the DCA state-contracted travel service agency.

Frequent Flyer Programs

Employees who earn travel premiums (Frequent Flier Miles/Points) while on official State Business may now use these travel premiums for their personal use. [See Personnel Management Liaisons (PML) Memorandum 2005-051].

Receipts

Airline itinerary or passenger receipts should include the traveler's name, dates and times of travel, destination and amount of airfare. Also, the customer's copy of the rental agreement should be submitted with the employee's Travel Expense Claim.

Airport Parking

Employees parking at the airport must use the most economical parking available, or explain excessive parking charges. If necessary to State business, excess charges may be reimbursed. It is the supervisor's responsibility to ensure compliance.

State-owned, Privately-owned and Commercially-owned Rental Vehicle Use

Agencies determine who will drive on official state business and the vehicle type to be used: State-owned, privately-owned, or commercially-owned vehicles. The definition of "use of a state vehicle in the conduct of state business" includes the use of state vehicles "when driven in the performance of, or necessary to, or in the course of, the duties of state employment and shall include the operation of state-owned or leased vehicles as commute vehicles in a carpool or vanpool program authorized by a state agency."

State vehicles may be authorized when two or more employees are traveling together. The trip includes intermediate stops not feasible for public transportation; the schedule of public carriers does not fit the itinerary; transportation is not available at the destination; an employee must carry specialized tools, books, etc.

Privately-owned Vehicles. Employees may use their privately-owned automobiles on official State business if this is approved by DCA. If the use is not less costly, the supervisor may authorize the use, but the payment will be for the less costly alternative. No agency will require an employee to use their privately-owned vehicle unless this is a formal condition for employment.

The following circumstances are prohibited uses of state vehicles:

- Using the state vehicle for anything other than conducting state business
- Carrying in the vehicle non-Departmental employees, friends or family members
- Private or recreational use

Commercially-owned Rental Vehicles may be rented when a State vehicle is not available and automobile travel is essential. Refer to the Department of General Services (DGS) Rental Car contract in order to ensure adherence to State policy. See Appendix.

Commercial Rental Cars

The State currently contracts with Enterprise Rent A Car for vehicle rental while on official State business. In the event that Enterprise is unable to provide service, there are two secondary vendors: Alamo and National. Employees who use a non-contract vendor when a contract vendor is available, or exceed the maximum rates, will be responsible for the difference unless valid written justification is provided.

The rental of alternative fuel vehicles is encouraged and their rental rate should be the same.

For the complete text of the current rental car contracts, go to the Office of Fleet Administration's web site at www.ofa.dgs.ca.gov.

Car Rental Requirements

In order to receive the contract rate, you must provide the DCA's "company" ID number or your Corporate American Express card when picking up the car. Reservations should be made in advance, but are not required. Employees must NOT:

- ✓ Extend rental agreements for personal business and pay the difference. When extending business trips for personal reasons, the employee must stop the state rental agreement and initiate a new *personal* rental agreement. See section on *Personal Use*.
- ✓ Agree to purchase insurance. Insurance is included in the state contracted rates.
- ✓ Agree to purchase the fuel service option or prepaid fuel (i.e., a flat refueling rate).
- ✓ Agree to purchase higher rate, non-economy cars
- ✓ Carry unauthorized, non-state employees, in a rental or state vehicle

Car Rental Reservation Information

When making reservations, use the established on-line booking process. Reservations should be made at least 24 hours in advance. In addition, Giselle's travel agency (<https://www.globaltrav.com>) can make car rental reservations for you.

When making reservations on-line, using the DCA Intranet website (<http://inside.dca.ca.gov>), or at the Enterprise Rent a Car counter, travelers should reference the Department's "company" ID numbers:

- Boards: DBCA181
- Bureaus: DBCA196

If travel plans change, please cancel the reservation.

Contracted Car Rental Companies, Rates and Contact Numbers

The contracted rental car companies and their maximum daily rate for compact vehicles are listed below. The current contract will expire on 12-31-2008, per SAM MM 06-02. Sales tax and refueling charges are not included in the contract rate.

Contract Company	Maximum Daily Rate	Corporate Discount #	Telephone Number
Enterprise	\$40.12	DBCALIF	(800) 736-8227
Secondary Vendors			
Alamo	\$83.41	191259	(800) 732-3232
National	\$83.41	5400321	(800) 227-7368

Links to on-line reservations with Enterprise Rent a Car:

- Boards:
http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=DBCA181
- Bureaus:
http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=DBCA196

Forms of Payment

The recognized form of payment is the Corporate Rental Business Traveler Account (CRBTA) and your Corporate American Express Card. Use of cash or the employee's personal credit card payment will not guarantee the State contract rate.

Insurance

The State contract includes insurance and employees should not accept additional insurance. Employees using a non-contracted vendor may not have insurance included in their rental rate. The employee will be personally responsible for the insurance costs when choosing to use a non-contracted vendor.

In the event an at-fault accident occurs when renting a non-contract vehicle, the employee and the department may be legally responsible for all damages sustained by others as well as property damage to the rental vehicle.

Personal Use

Any personal use of a State contracted rental car is prohibited. When extending business trips for personal reasons, the traveler must stop the State contracted rental agreement when the State business ends and have a new rental agreement drawn up for the personal portion of the trip.

Fuel Reimbursement

All employees are required to refuel the rental car prior to its return. To be reimbursed, a receipt reflecting the purchase of fuel must be submitted with the Travel Expense Claim.

If gas charges are made through the rental car agency, reimbursement will not be made without appropriate justification. Fuel Service Options or Pre-Paid Fuel Options offered by rental car companies are prohibited and will not be reimbursed.

Car Rental Receipts

Final agreements showing amount charged and payment method are required. Pre-calculations or initial agreements are not acceptable. Gasoline receipts must show the date of purchase, method of payment and an expense breakdown, i.e., price per gallon and extended total purchased amount.

Private Vehicle Authorization and Use

The State Administrative Manual requires that before any employee (including a board member) uses a privately owned vehicle to conduct State business, that employee must obtain authorization in writing from his or her supervisor and certify that the vehicle will be operated in compliance with State Administrative Manual section 0753.

An Authorization to Use Privately Owned Vehicle (STD Form 261), should be completed and on file with the immediate supervisor. The STD 261 must be updated and re-signed annually.

Employees should be aware that the insurance maintained by the State is for the liability above the amount of the employees' policies. All employees driving on State business must carry evidence of liability insurance coverage. Mileage rates paid to employees include an amount that reimburses employees for maintaining minimum insurance coverage.

Mileage Rate Reimbursement

The following table shows the mileage reimbursement rates for privately owned vehicles:

7/1/2006 – 12/31/2006	44.5 cents per mile
1/1/2007 – 12/31/2007	48.5 cents per mile
1/1/2008 – 06/30/2008	50.5 cents per mile
07/01/2008 – 12/31/08	58.5 cents per mile
1/1/2009 – current	55. cents per mile

Alternate Work Site Mileage

When an employee's regular work assignment requires reporting to a second location other than headquarters, i.e. a training site, mileage reimbursement is limited to the actual mileage incurred less their normal commute distance.

Airport Drop Off

When an employee is driven to a common carrier and no parking expenses are incurred during the employee's absence, they may claim mileage reimbursement at double the number of miles from headquarters or residence, whichever is less, while the employee actually rides in the vehicle.

If travel commences or terminates one hour before or after normal work hours, or on a regularly scheduled day off, mileage may be computed from the residence.

Minimal parking expenses for pick up will be allowed, with justification and/or notation on the travel expense claim (TEC).

Motor Vehicle Accident Reporting (SAM section 0757)

All motor vehicle accidents involving state owned vehicle, or any vehicle being used on state business, must be reported. Report all accidents immediately to your manager and to the DCA Business Services Office. Accidents must be reported within 48 hours to the Office of Risk and Insurance Management on a STD. 270 Form. State reporting requirements are in addition to a regular police report as required by law.

Accident reimbursement claims require special approval and processing. Therefore, contact the DCA Travel Unit for guidance.

Overtime and Callback Mileage

Callback or scheduled overtime mileage incurred on a normal day off, from your home to established headquarters, is reimbursable and the reimbursement is a reportable fringe benefit.

State Vehicle Emergency Repairs

Emergency state vehicle repairs can be reimbursed on a travel expense claim (TEC) with the appropriate receipt and written justification or explanation of the event. Repairs require Fleet Administration approval. For non-emergency car repairs, the employee should have the vendor bill the program directly.

Taxis and Shuttles

Taxis and shuttles should be used for trips within a reasonable distance (10 to 15 miles). Reimbursement can be made on a TEC for the actual cost of the expense with a receipt, or for no more than \$10.00 without a receipt. General Service charge cards are accepted for taxis and shuttle services within the Sacramento and Fresno areas. Tips or gratuities to drivers are not reimbursable since they are included in the incidental allowance. However, tips or gratuities for exceptional services, such as loading/unloading substantial luggage or multiple exam material is allowable with written justification and receipt.

Parking and Tolls (SAM section 0755)

Parking and tolls in excess of \$10.00 require a receipt and may be paid:

- For day parking when the trip is away from the headquarters office and residence.
- For overnight public parking when the traveler is on travel status.
- For callback or scheduled overtime on a normal day off.

Commuting Transit and Vanpool

Employees who commute to and from work via public transportation or qualifying vanpools may be eligible for up to a 75 percent discount on public transit passes up to a maximum reimbursement of \$65 per month. Reimbursement is based on actual cost supported by a receipt or proof of purchase.

Part time employees' reimbursement may be prorated to correspond to their appropriate work schedule. Daily passes may be utilized for part time employee reimbursement.

The State will pay \$100 per month to the primary driver of a qualifying vanpool consisting of 7 to 15 people in lieu of the vanpool/transit rider incentive. A qualifying vanpool must meet both the IRS Section 132 and DPA 599.636 criteria.

CHAPTER 4

BUSINESS EXPENSES AND RECEIPTS

Business Expenses

Business expenses are costs that are necessary for the completion of state business. Examples:

- Telephone calls over \$1.00 or calls totaling over five dollars (\$5.00). The DCA phone log can be used for logging calls when there is no official receipt provided. (See Appendix).
- Approved training request for all out-service courses and in-state conferences and conventions. Reimbursement for training classes will be processed after completion of the training class.
- Physical examinations required by the state are paid at the maximum reimbursement rate of \$70.15 for pre-employment physical examinations. The applicant must pay for any services beyond the approved level for such services. (The current rate may be found in SAM Section 0191).
- Excessive porter or baggage handling, such as for several boxes of exam materials, will be reimbursed with a receipt and justification.
- Professional licenses in occupational fields that may be required by the functions of a specific position, or is beneficial to the performance of an employee's duties, shall be reimbursed for the actual cost of the application or renewal fee.
- Membership dues: Each department, commission, board or agency may reimburse an employee for up to the maximum allowed for membership dues in job-related professional societies or associations of the employee's choice or for a job-related professional license fee, in recognition of the professional nature of employees. Both parties agree and understand that a different amount of reimbursement, if any, may be provided to employees in the same or similar situation.

Valid Receipts

A valid receipt consists of the establishment's name, address, itemized expenses, including the total amount due and method of payment. When submitting a travel expense claim, the claimant is required to include original, itemized receipts for all state business expenses, unless specifically noted and excepted in another section of this Travel Guide.

Reimbursement requires proof of payment by the employee. If the receipt does not show the employee paid for the expense, attach other viable information such as the canceled check, bank or credit card statement. For security purposes, blacken out all non-related charges and only retain the employee's name, bank name and the specific charge you are claiming.

Required Receipts

Receipts shall be submitted for every item of expense of \$25.00 (DCA requires \$1.00) or more, except as noted in this chapter.

DCA policy is for all receipts to be attached to the travel expense claim (TEC), whether paid directly (to the vendor or establishment) by the state or paid by the employee. Examples: airline itineraries, final rental car expense receipts, etc.

Not Required

The employee must retain copies of all receipts, including those original receipts not required for reimbursement by the Department for IRS purposes.

Receipts are NOT required for reimbursement of actual expenses as a result of conducting State business for the following expenses:

- Per Diem Meals and Incidentals
- Overtime Meals
- Up to the published railroad and bus fares of less than \$10.00, when travel is within the State of California.
- Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi shuttle or hotel bus fares, and parking fees of \$10.00 or less for each continuous period of parking or each separate transportation expense.

Lost Receipts

In the absence of a receipt, reimbursement will be limited to the non-receipted amount or the published expense, when lower than the non-receipted amount.

Odd Sized Receipts

If receipts are small, tape them to an 8 1/2" x 11" sheet of paper so they will be the same size as the travel claim. More than one receipt can be on a sheet of paper as long as they do not overlap. Do not tape the receipts to both sides of the paper.

CHAPTER 5

REPORTABLE TAX ITEMS

Introduction

Various reimbursements of State Business Expenses and Fringe Benefits are subject to Federal and State income taxes and applicable Social Security and Medicare taxes. The Department is required to report qualifying business expense reimbursements as income to the State Controllers Office each month.

Note: It is the State and Department's policy to adhere to all IRS reporting requirements.

Reportable Items

The following items are the most common reportable employer-provided benefits:

- Overtime meals
- Callback mileage, including overtime mileage
- Meals on a one-day trip where there is no sleep period
- Department-approved exceptions to the 50 miles travel status radius rule
- Long term assignments which exceed 30 consecutive days at one location for a period of more than one year. Contact the DCA Travel Unit for details, when appropriate
- The personal use of state vehicles for commute miles
- Personal use of a state provided electronic device
- Travel advances that are not cleared within 30 days of the travel date.
- Relocation: Contact the DCA Travel Unit for details, when appropriate

Note: Any non-receipted expense, such as meals and incidentals, becomes reportable "if" the IRS conducts an audit and finds no receipts in the employee's file.

Reportable Withholdings

Below is a grid showing the percentages of taxes withheld from each agency. Also, an example of the withholdings based on a \$66.00 reporting item. The actual amount withheld from the \$66.00 item is \$27.50. This amount would be deducted from the employee's next available pay warrant.

Type of Tax	Withholding Rate	Monthly Value	Actual Withholding
Federal	28.0%	\$66.00	\$18.48
State	6.0%	\$66.00	\$ 3.96
SSI	6.2%	\$66.00	\$ 4.10
Medicare	1.45%	\$66.00	\$.96

The reportable reimbursements will be listed under "Other Income," or will be noted as "Included in Box 1" on the employee's W-2 form.

It is the employee's responsibility to maintain all reportable receipts with their records for IRS audit purposes.

Capturing Reportable Items

There are many ways of capturing and reporting reportable items each month. Examples:

- Overtime Meals, Call back mileage and Meals on a one-day trip are captured at the time of the Travel Expense Claim (TEC) audit, and reimbursement is made.
 - Department-approved exemptions to the "fifty miles travel status radius" rule and Long-term assignments which exceed 30 consecutive days, are captured at the time that paperwork is submitted for approval to the Executive Office and the reimbursement of the Travel Expense Claim (TEC) is made.
 - Reporting personal mileage and/or use of a state vehicle is the responsibility of the employee. The Internal Revenue Services (IRS) has determined that normal commute miles to and from work in a State vehicle are to be considered personal use. Only employees whose primary responsibilities are investigative law enforcement activities while they are performing law enforcement duties fit the IRS guidelines for exemption from reporting personal use of State vehicles. However, when these employees commute to and from the office for their office days or do not perform qualifying law enforcement activities on the way to or from work, the commute is reportable. All other employees who are permanently or temporarily assigned state vehicles must report personal use and/or their normal commute use. Each employee who drives a state vehicle is required to submit a monthly Employee Certification, Personal Use of State Provided Vehicles form (AISD-021B), to the DCA Accounting Office by the 5th day of the following month in which the personal use was incurred. Note: This requirement applies to all employees who drive a state vehicle; it is not limited to those employees whose assigned cars are stored at home or in offsite parking.
 - Reporting personal use of a state provided electronic device is the responsibility of the employee. Each employee who uses state provided equipment for any personal use should prepare a memo stating the type of usage and the actual or estimated cost of the usage to be reported. To avoid the reporting of this type of fringe benefit, the employee can submit a personal check with the memo to reimburse the department for their personal use.
 - All Travel Advances are to be temporary. Any outstanding travel advances over ninety days, is considered long term, and should be treated as wages or compensation. Therefore, reported as taxable income.
 - Reporting "Relocation" taxable items varies depending on the type of expenses that occur, i.e. moving of household goods, sale of residence, etc. For actual reporting requirements, contact the DCA Accounting Offices Travel Unit for details.
-

CHAPTER 6

OUT-OF-STATE, OUT-OF-COUNTRY AND AMENDED CLAIMS

Introduction

There are additional requirements and/or approvals when filing out-of-state, out-of-country or amended travel expense claims.

Out-of-State Travel (OST)

Before any State employee may travel out of state on official State business, specific written approval must be given by the Director, the Agency Secretary, the Department of Finance, and the Governor's Office. Approval must be obtained if either one of the following conditions exist:

1. The employee is on state time, or
2. The employee is representing the State in an official capacity or is acting in such a capacity that it will be perceived that he or she is representing the State.

If either of these two criteria exist, approval is necessary regardless of whether or not the State is paying for the employee's travel expenses. The trips are limited to the approved number of persons, days and funds as specified for each blanket request. Expenses exceeding the blanket limits will require an approved blanket substitution request to cover the overages prior to travel. Any cost incurred prior to the blanket approval will be at the employee's own expense.

Out-of-state travel expenses must be submitted separately from in-state travel and note the approved Blanket number on the claim. Actual lodging expense, supported by a receipt and the standard meal and incidental reimbursement, may be claimed for travel outside of California. Contact the DCA Budget or Accounting Office if you do not know the blanket number or require additional information. Refer to SAM 0760 - 0765.

Out-of-Country Travel

Employees will be reimbursed for actual lodging expenses, supported by a receipt, and will be reimbursed for actual meal and incidental expenses subject to maximum rates in accordance with the published Government rates for foreign travel for the dates of travel. Failure to furnish lodging receipts will limit reimbursement to meals only. The Government rates change monthly. Go to <http://aoprals.state.gov> for the current reimbursement rates.

There is no allowance for blanket substitution of funds or authority for out of country trips. Any expenses incurred that exceed the individual trip authority or funds will be at the traveler's own expense. Claims must be submitted separately with the (approved) Individual Out-of-Country trip request number written on the claim. Contact the DCA Budget Office if you do not know the trip number or require additional information.

Amended Claims

When filing an amended claim the following steps should be taken:

1. Submit a new claim.
 2. Write "AMENDED CLAIM" in bold letters at the top of the claim.
 3. Claim only the amount **not** submitted on the original claim.
 4. Attach a copy of the original claim to the new claim.
 5. Attach any required information, receipts, or justification not submitted with the original claim.
 6. Obtain all required signatures and submit the claim to Accounting for payment.
-

CHAPTER 7

TRAVEL AND EVIDENCE ADVANCES

Travel Advances

Short-term advances may be issued prior to the time travel is actually performed, to employees who must travel on State business. Refer to SAM 8116 and 8117.

- Submit the Request for Travel Advance (AISD-008) to the DCA Accounting Office within ten to fifteen working days prior to the date of travel. Original signatures are required.
 - Advances over \$500.00 require an additional approval and may take an additional day(s) to process because the Accounting Office must obtain Budget Office approval.
 - If the trip is canceled, the advance must be returned immediately to the Accounting Office. If the check is cashed, a personal check must be submitted as reimbursement.
 - All advances must be cleared by submitting a travel expense claim within thirty days after the date of travel. If the advance exceeds the expense claim, to clear the advance, the employee must submit with the claim a check, money order (payable to DCA), or cash for the difference. If the claim exceeds the advance, the employee will receive the balance due them by check within 10-12 working days.
 - Add a notation regarding the advance information in Section 11 of the travel expense claim. (Example: March Travel Advance \$200.00) Do not deduct the advance amount from your claim total.
 - Any outstanding advances over 90 days may be deducted from your next month's salary warrant. The DCA Accounting Office will notify the employee before this process occurs. The notification letter will allow the employee time to clear the advance balance. Failure to clear advances may preclude future advances being issued until the outstanding advances are cleared. Direct Deposit will be canceled for those employees with uncleared balances to collect any advance balances not cleared within a reasonable time.
 - Travel advances that are not cleared within 90 days must be reported as taxable income. Taxes due will be withheld from the next available payroll warrant and reported as taxable income on the employee's W-2. When the advance is cleared, there is no method to refund the withheld taxes to the employee.
 - Some restrictions apply to seasonal or part time employees (including Board and Committee members) who may not be issued travel advances. Exceptions requests are granted, by approval of the Deputy Director, on a limited basis.
-

CHAPTER 8

FILING REQUIREMENTS

Claim Form and Correction Instructions

The State of California Travel Expense Claim (TEC), STD 262 Form (Rev. 09/2007), must be completed to request reimbursement of state related travel expenses. Submit the original and one legible copy to the Accounting Office for processing. Keep a third copy for your records with any non-required original receipts. All travel expense claims should be completed in ink or typewritten. The original signature of the claimant and the approving officer are required to be completed in ink (preferably in colored ink) in the appropriate area of the form.

For minor corrections, line out the incorrect information and write in the corrected information. The claimant must initial all corrections.

Travel claims with correction fluid or correction tape in critical areas of the form (affecting the reimbursement amount) will not be accepted. Travel claims may be returned as unauditible if submitted with numerous changes or if it is difficult to read.

When to Submit a Travel Expense Claim (TEC)

Travel expense claims should be filed at least once a month, but not more than twice in one month. If the amount claimed for any one month does not exceed \$10.00, filing can be deferred until the next month's travel or until June 30th, which ever comes first. Several trips may be entered on one TEC. When more than one trip is being listed, a blank line should be left between each trip. Trips that start at the end of one month and extend into the next month should be submitted after the trip has concluded.

While it is acceptable to put several trips on one claim, the following expenses must be submitted on a separate travel expense claim: Out-of-State, Out-of-Country, Long-Term assignment, Evidence and Relocation expenses. Please label the TEC header when filing reimbursement claims for other than short-term travel.

All claims for the current fiscal year must be submitted by the published year-end deadline. Do not combine fiscal years. If a trip overlaps June and July, two separate travel expense claims must be completed and filed, one for each month. However, they should be submitted together for audit purposes.

Required Information

The travel expense claim must be completed in its entirety, including heading, dates, time, amounts, mode of transportation, purpose, normal work hours, etc., and have the claimant's and the authorized approving officer's original signatures.

Itemized expenses and original receipts showing proof of payment and justifications, when necessary, are required documentation for the claim.

CHAPTER 9

COMPLETING THE TRAVEL EXPENSE CLAIM

Introduction

The Travel Expense Claim Form, STD 262, requires various information including Employee information, Trip information, Reimbursement amounts, Authorizations and justifications to be provided. Below is step by step description of what is required to complete a Travel Expense Claim.

Employee Information

This information describes whom, classification, bargaining unit and where the expenses should be charged.

Block	Action
Claimant's Name	Enter: First Name, Middle Initial, Last Name
SSN or Employee Number*	Enter: 13-digit Position Number or "on file" <i>Note: the asterisk here and on the Travel Expense Claim form refers to the Privacy Statement provided on the reverse side of the form.</i>
Department	Enter: Department of Consumer Affairs
Position	Enter: Civil Service Classification (Title)
CB/ID No.	Enter: Bargaining Unit Number for Represented Employees OR Enter: Confidential, Exempt, Board / Committee Member, Volunteer or other specific title.
Division or Bureau	Enter: Board, Committee, Program, Division, or Unit name
Index Number	Enter: Index / PCA Number. (Contact the DCA Accounting Office for assistance if you do not know your Index / PCA number).
Residence Address* (including City, State & Zip Code)	Enter: Home address. (Do not use PO Box). <i>If confidential, contact the DCA Accounting Office for guidance.</i> <i>Note: the asterisk here and on the Travel Expense Claim form refers to the Privacy Statement provided on the reverse side of the form.</i>
Headquarters Address (including City, State & Zip Code)	Enter: the complete Headquarters (work) address.
Telephone Number	Enter: Office telephone number (Show area code)

Trip Information, Miscellaneous Information and Justifications, and Authorized Signatures

This section requests information regarding the when, where, and why the expenses occurred. The bottom section provides space for required authorization signatures.

Block	Action																		
1	NORMAL WORK HOURS: Use the 24-hour clock.																		
2	Enter the license number of the private vehicle used on state business.																		
3	MILEAGE RATE CLAIMED: Enter the rate claimed for private vehicle use.																		
4	MONTH/YEAR: Month number (JAN =1, DEC = 12) and 4-digit year																		
5	DATE: Day of the month (one day per line) TIME: of Departure and Return (using the 24-hour clock)																		
6	LOCATION: Location where expenses occurred. (A brief statement describing the purpose may be entered immediately below the last entry for each trip).																		
7	Enter the actual cost of lodging, plus tax (up to the maximum reimbursement).																		
8	Enter the actual cost of meals (up to the maximum reimbursement).																		
9	Enter the actual cost of incidentals (up to the maximum reimbursement).																		
10 (A)	Enter the cost of transportation, if paid by employee.																		
10 (B)	Enter the method of transportation, using the following codes: <table border="1" data-bbox="438 798 1421 1165"> <thead> <tr> <th>Type of Transportation</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>Railway</td> <td>R</td> </tr> <tr> <td>Bus, Air porter, Light Rail, BART</td> <td>B</td> </tr> <tr> <td>Commercial Airline</td> <td>A</td> </tr> <tr> <td>Privately owned vehicle (Motorcycles not allowed)</td> <td>PC</td> </tr> <tr> <td>Private Air</td> <td>PA</td> </tr> <tr> <td>State Car</td> <td>SC</td> </tr> <tr> <td>Rental Car</td> <td>RC</td> </tr> <tr> <td>Taxi</td> <td>T</td> </tr> </tbody> </table>	Type of Transportation	Code	Railway	R	Bus, Air porter, Light Rail, BART	B	Commercial Airline	A	Privately owned vehicle (Motorcycles not allowed)	PC	Private Air	PA	State Car	SC	Rental Car	RC	Taxi	T
Type of Transportation	Code																		
Railway	R																		
Bus, Air porter, Light Rail, BART	B																		
Commercial Airline	A																		
Privately owned vehicle (Motorcycles not allowed)	PC																		
Private Air	PA																		
State Car	SC																		
Rental Car	RC																		
Taxi	T																		
10 (C)	Enter carfare, bridge road tolls, or parking expenses.																		
10 (D)	Enter the number of miles driven with private and state vehicles, then enter the amount due for private vehicles only.																		
11	Enter any other expenses necessary for completion of state business, with justification as required. Note: Expenses over \$25.00 require Office of Administrative Services authorization. The DCA Accounting Office will obtain signatures.																		
12	Enter the total expenses for that day.																		
13	Enter the total expenses for each column.																		
14	Enter the justification and miscellaneous information, such as: <ul style="list-style-type: none"> ✓ Explanation of business expenses ✓ Phone expenses, including place, party and number called ✓ Receipt justification, if needed ✓ Justification for obtaining rental cars, other than a compact, or use of a non-contract vendor ✓ Travel advances received 																		
15	Claimant's original signature and date signed.																		
16	Approving Officer's original signature and date signed.																		
17	Special expense signatures are obtained by the DCA Accounting Office.																		

APPENDIX

RESOURCE MATERIALS AND FORMS

Resource Materials

The list below includes various memos, policies, procedures and web sites with information regarding travel reimbursement rules and regulations.

Subject	Issue Date	Expires	Number
Approval of Excess Lodging Rates	04/06/2006		DPA PML 2006-013 (http://www.dpa.ca.gov/textdocs/freepmls/PML2006013.txt)
Commercial Car Rental Contracts (http://www.travel.dgs.ca.gov/CarRental/CCR.htm)	01/11/2006	12/31/2008	SAM MM 06-02 (http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM06_02.pdf)
Discount Airfares for Official Business	06/24/2003	06/30/2007	SAM MM 06-11 (http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM06_11.pdf)
FLSA Guidelines	06/01/2002		DCA DPM-PERS 02-06 (http://inside.dca.ca.gov/oas/hr/dpm/02_06.pdf)
State Bar Dues and Professional Leave	01/07/2008		DPA PML 2008-0001 (http://www.dpa.ca.gov/textdocs/freepmls/PML2008001.txt)
Travel & Relocation –Lodging Receipts	07/08/2005		DPA PML 2005-021 (http://www.dpa.ca.gov/textdocs/freepmls/PML2005021.pdf)
Vanpool Incentives	10/22/2002		DPA PML 2002-069 (http://www.dpa.ca.gov/textdocs/freepmls/PML2002069.txt)
	09/27/2002		DPA PML 2002-064 (http://www.dpa.ca.gov/textdocs/freepmls/PML2002064.txt)
	04/02/2002		DPA PML 2002-021 (http://www.dpa.ca.gov/textdocs/freepmls/PML2002021.txt)

Useful Web Sites and Addresses

Useful Web Sites	Internet Addresses
<u>American Express</u> ▪ Travel Guide and Lodging Guides	http://www.Travelcsg.com
<u>Department of General Services</u> ▪ State Administrative Manual ▪ Forms	http://www.dgs.ca.gov ▪ sam.dgs.ca.gov/sam.htm ▪ osp.dgs.ca.gov/on-line+publications
<u>Department of Personal Administration</u> ▪ Bargaining Unit Contracts ▪ Personnel Management Letters (PML's)	http://www.dpa.ca.gov
Enterprise Rent a Car	http://www.enterprise.com/car_rental/home.do
Giselle's Travel Agency	https://www.globaltrav.com/
Southwest Airlines	http://www.swabiz.com/

List of Related Forms

The travel forms mentioned in this Travel Guide are available on the DCA Intranet at (<http://inside.dca.ca.gov/eforms.htm>) and are provided in this Appendix for your convenience, and may be reproduced for your use.

Form	Number	DCA Intranet and/or Internet Links
Authorization To Use Privately Owned Vehicle	STD 261	http://www.documents.dgs.ca.gov/osp/pdf/std261.pdf
Cost Comparison form	N/A	http://inside.dca.ca.gov/forms/oas/cost_comparison.pdf
Excess Lodging Request	STD 255C	http://www.documents.dgs.ca.gov/osp/p5c.pdf
Hotel/Motel Transient Occupancy Tax Waiver	STD 236	http://www.documents.dgs.ca.gov/osp/pdf/std236.pdf
Justification for Reimbursement for Postage Charges	AISD 12	http://inside.dca.ca.gov/forms/oas/postal_charges.pdf
Justification for Reimbursement for Telephone Charges	AISD 11	http://inside.dca.ca.gov/forms/oas/phone_charges.pdf
Travel Advance Request	AISD 008	http://inside.dca.ca.gov/forms/oas/travel_advance.pdf
Travel Expense Claim	STD 262	http://www.documents.dgs.ca.gov/osp/pdf/std262.pdf



DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL MANAGEMENT PROGRAM
TRAVEL BULLETIN

Travel Bulletin # 09-09

Effective: January 1, 2010
 Expiration: December 31, 2010

SUBJECT: Commercial Car Rental Contract

PURPOSE: Extension of Primary and Secondary Contracts

REFERENCE: MM 06-02, Travel Bulletin # 09-02

PURPOSE

This Travel bulletin announces the extension of the current rental car contracts. All rates remain the same for calendar year 2010. Subsidiaries of Enterprise Holdings, INC. formerly, Enterprise Rent A Car remains the primary car rental vendor and Vanguard Car Rental USA, formerly Vanguard Car Rental, the parent company for Alamo and National Car Rental, remains the secondary car rental vendor. For all additional information and contract language view the www.travel.dgs.ca.gov and Car Rental tab.

**Base and
 Maximum Cap
 Rates**

Primary Vendor – Subsidiaries of Enterprise Holdings, Inc.
 Effective January 1, 2010
 Base Rate \$33.46
 Maximum rate \$40.12

Secondary Vendor – Vanguard Car Rental USA
 Effective January 1, 2010
 Base Rate \$35.02
 Maximum rate \$83.41

**Car Rental
 Contacts**

Subsidiaries of Enterprise Holdings, Inc.
 Corporate ID – NACALIF
 Lisa Holmes
 (916) 787-4733

Vanguard Car Rental USA
 Alamo Corporate ID – 191259
 National Corporate ID – 5400321
 Rob Fyfe
 (900) 608-7514 x160

DGS Contact

Bahia Abdallah, Statewide Travel Program Specialist
 DGS Statewide Travel and Meeting Management Program
 (916) 376-3990
 (916) 376-3999 Fax
Bahia.abdallah@dgs.ca.gov