

# AIRSPACE ADVISORY COMMITTEE

## Travel Expenses

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### **Travel and Related Reimbursement of Persons Not State Employees**

Payment for transportation and per diem costs to persons who are not state employees is outlined in DPA Management Memo 86-01.

#### **Memorandum MM86-01** -- Travel Expenses of Non-State 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. Headquarters for volunteers is established by the appointing authority. A statement of volunteerism must be on file with the Audit Division of the State controller's Office. The statement of volunteerism contains departmental policy regarding the intended use of volunteers and the method of reimbursement of necessary travel expenses. Volunteers will be reimbursed for necessary travel expenses based on rates for non-represented employees.

#### **Basic Policies**

1. Use travel when personal contact is the most economical way of conducting official business.
2. Limit attendance at conferences and meetings to those directly concerned with the topic.
3. Use the most economical method of transportation. Consider the time you will be away from the office and the direct cost of the methods that may be used.
4. Avoid back-tracking and duplicate travel whenever possible.

#### **Terms and Definitions**

**Business and Miscellaneous Expenses.** These are costs necessary for completion of state business. Some examples are: phone calls, telegrams, emergency clothing, equipment, and supply purchase.

**Per Diem Expenses.** These expenses are charges for meals and lodging while traveling.

Per Diem Allowances - DPA Rules provide for reimbursement of actual and necessary out-of-pocket expenses while traveling on state business. Limits exist for each expense type (e.g., lunch, mileage, hotel, etc.). These limits help employees plan trips within agency and personal budgets. Effective January 1, 1989, the Internal Revenue Service required justification of travel expenses. Employees who claim the allowable rate without submitting receipts with their travel expense claims should retain their receipts for lodging and meal expenses to prove amounts spent.

**Transportation Expenses.** These expenses are the charges to transport the employee to and from the employee's headquarters. Some examples are: charges for commercial carriers (e.g., airline, bus rental vehicle, etc.), private vehicle mileage, parking costs, bridge and road tolls.

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**Travel Expenses.** Travel expenses include per diem expenses, transportation expenses, and business and miscellaneous expenses.

**Short-Term Travel.** Employees on travel status for less than 24 hours may claim lodging expenses, if this applies, and breakfast or dinner. No lunch or incidental allowance is paid when employees are on travel status for less than 24 hours. Expenses must be incurred at least 50 miles from headquarters. This distance from the headquarters is the normal commute distance determined by the most direct route. Sometimes one route of travel may be a greater distance but is the more reasonable commute. For example, taking a freeway route instead of congested surface streets is more reasonable. The freeway miles may be greater but because it is more efficient the freeway miles are used to determine the distance.

**Transportation.** Travel should be done in the most efficient and least costly manner. An employee may use a more costly form of transportation, but they are paid at the less costly rate.

**Travel by Aircraft.** Employees should travel by aircraft when it is the most efficient and least costly method for conducting official business.

**Commercial Air Travel.** Employees will travel by the least costly class. Take advantage of discounts whenever possible. If an employee travels in other than the least costly class, full explanation must be submitted with the claim.

**Privately-Owned Vehicles.** Employees may use their privately-owned automobiles on official business if this is approved by the agency. If the use is not less costly, approval may be given, but the payment will be for the less costly alternative. Mileage rates paid to employees include an amount that reimburses employees for maintaining minimum insurance coverage.

**Reimbursement for Use of Privately-Owned Automobiles.** Mileage is paid to employees authorized to use privately-owned vehicles. The rate is 31 cents per mile.

**Reimbursement for Parking Charges.** Employees using state-owned vehicles or privately-owned vehicles on official business may be paid for certain parking charges. These charges are:

1. For day parking when on trips away from their headquarters office and residence.
2. For overnight public parking when on trips away from the headquarters city and city of residence. Claims are not allowed if expense-free overnight parking is conveniently available.

# CALIFORNIA TRANSPORTATION COMMISSION

## AIRSPACE ADVISORY COMMITTEE

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### **CHARTER**

The Airspace Advisory Committee is a committee of eight to nine members appointed by the Chairman of the California Transportation Commission to advise and assist both the Commission and the California Department of Transportation toward the objective of maximizing State income from leasing and managing properties owned by the State of California. A minimum of five members must vote, either in person or by proxy, in order to act in formulating recommendations to be forwarded to the Commission and/or the Department. Committee members are volunteers from the private sector without compensation for their efforts other than allowable reimbursement for travel expenses. Appointees are to offer expertise from a wide range of disciplines and experience including finance, economics, real estate, property development and management. The Committee meets quarterly as needed. Meetings are tentatively scheduled in advance and may be cancelled for lack of current issues for consideration.

### **ROLE**

The role of the Airspace Advisory Committee is to serve in an advisory capacity to both the Commission and the Department in review of proposed airspace development leases and joint development. The Committee reviews and evaluates complicated and/or controversial development proposals including negotiated deals and noncompetitive selections. It also monitors and evaluates the overall Airspace Program, its wireless telecommunications program and monitors against potential discrimination zoning.

### **RESPONSIBILITY**

The Committee evaluates and formulates recommendations to the Commission regarding the following:

1. Requests by the Department to directly negotiate with private parties interested in leasing airspace sites where a competitive bid situation is not in the best interest of the state.
2. Terms and conditions of directly negotiated airspace leases with private parties.
3. The Department's annual Airspace, Excess Land, and Asset Management Business Plans.
4. Directly negotiated and publicly bid excess land sales of properties with a value of \$1 million or more.
5. Review and evaluate changes to the Telecommunications Licensing component of the Airspace Program.
6. Asset Management projects with a value of \$2 million or more.

**AIRSPACE ADVISORY COMMITTEE**

**AL AUER, Chair**

Albert J. Auer & Associates  
Irvine, CA

**NINA GRUEN, Vice Chair**

Gruen Gruen & Associates  
San Francisco, CA

**WILLIAM J. HAUF**

William J. Hauf Company  
San Diego, CA

**GEORGE E. MOSS**

Moss Group  
Encino, CA

**MAX GREEN**

The Seeley Company  
Los Angeles, CA

**ROSLYN B. PAYNE**

Jackson Street Partners Ltd.  
San Francisco, CA

**WYLIE GREIG**

The RREEF Funds  
San Francisco, CA

**JOHN R. GLASSMOYER**

CB Richard Ellis  
Newport Beach, CA

**CALIFORNIA TRANSPORTATION COMMISSION**

Commission Liaison **Chairman, Allan Lawrence**

Staff Liaison:

**Kathie Jacobs** (916) 654-7179  
1120 N Street, Room 2221  
Sacramento, CA 95814

(916) 654-4245 - CTC Main Number  
Fax: (916) 653-2134 or (916) 654-4364

## AIRSPACE ADVISORY COMMITTEE

### 2001 MEETING SCHEDULE

January 9, 2001	11:00 a.m. to 1:00 p.m.	Video Conference Caltrans District 4 - Oakland Caltrans District 12 - Irvine
April 11, 2001	12:00 p.m. to 3:00 p.m.	Los Angeles World Airports (LAX)
July 19, 2001	9:30 a.m. to 12:00 p.m.	Video Conference Caltrans District 4 - Oakland Caltrans District 7 - Los Angeles Caltrans District 12 - Irvine
October 11, 2001	9:30 a.m. to 12:00 p.m.	Video Conference Caltrans District 4 - Oakland Caltrans District 7 - Los Angeles Caltrans District 12 - Irvine
<b><u>January 9, 2002</u></b> (Tentative date, pending release of Commission's 2002 meeting calendar)	9:30 a.m. to 12:00 p.m.	Video Conference Caltrans District 4 - Oakland Caltrans District 7 - Los Angeles Caltrans District 12 - Irvine

Meetings are tentatively scheduled in advance and may be cancelled for lack of current issues for consideration.

**\*\*Recent changes are in Bold/underline -- please make a note of the change.**