

Claim Types

Users will be asked to identify the type of claim for which they are requesting an Expense Reimbursement or a Travel Advance. To facilitate the user, a drop down menu will list the claim types available for selection.

Claim Type	Definition
In State Travel	Expenses are considered to be In State Travel when they are incurred within the State in which the employee/non-employee is headquartered. Travel is considered to be In State when, for example, an employee/non-employee is headquartered in Sacramento, California and he/she travels and incurs expenses in a city within California, such as Los Angeles.
Out of State Travel	Expenses are considered to be Out of State Travel when they are incurred outside of the State in which the traveler is headquartered. Prior authorization for Out of State travel is required. Travel is considered to be Out of State when, for example, an employee/non-employee is headquartered in California and he/she travels to and incurs expenses in Texas.
Out of Country Travel	Expenses are considered to be Out of Country Travel when they are incurred outside of the country in which the employee/non-employee is headquartered. Prior authorization for Out of Country Travel is required.
Non-Travel Expenses Only	Under certain circumstances, employees/non-employees incur expenses in the conduct of official State business, which are considered non-travel expenses . Non-travel expenses only can include such expenses as Parking, Personal Auto Mileage (when another Trip Type is not claimed), Overtime Meal, Call Back Mileage.

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