

Claim Types

Users will be asked to identify the type of claim for which they are requesting. Selection is an Expense Reimbursement or a Travel Advance. To facilitate the user, a drop down menu will list the types of travel available for selection. Once the Claim Type is identified, the collective bargaining description in the user profile will determine the rules and/or policies applied to the request. Claim Types available are:

Claim Type	Definition
In State Travel	Expenses are considered to be "In State" when they are incurred within the State in which the employee/non-employee is headquartered. For example: if an employee/non-employee is headquartered in California and they travel to a city within California, such as Los Angeles, this travel is considered to be "In State".
Out of State Travel	Expenses are considered to be "Out of State" when they are incurred outside of the State in which the employee/non-employee is headquartered. Prior authorization for Out of State travel is required. For example: if an employee/non-employee is headquartered in California and they travel to Texas, this travel is considered to be "Out of State".
Out of Country Travel	Expenses are considered to be "Out of Country" 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, employee/non-employees incur expenses in the conduct of official state business, which are unrelated to travel. Non- travel expenses can include expenses such as Call Back Mileage, Licenses, Overtime Meal, Professional Fees, and Transit Subsidy.

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