

2020

# **The California Board of Registered Nursing**



## **2020 Sunset Review Attachments**

California Board of Registered Nursing  
1747 N. Market Blvd., Suite 150  
Sacramento, CA 95834-1924

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# **NEW BOARD MEMBER ORIENTATION**



## **CALIFORNIA BOARD OF REGISTERED NURSING**

# **BOARD MEMBER ORIENTATION PACKET**

**Consumer Services and  
Board Operations Division**

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**Board of Registered Nursing  
General Information**

**Board and Committee Meetings**

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**Fair Political Practices Commission  
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# ***Board of Registered Nursing***

## ***General Information***

*What Does the BRN Do?*

*History of the  
Board of Registered Nursing*

*Board of Registered Nursing  
Organizational Chart*

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Strategic Plan* 

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Budget Basics*



External Hyperlink

# What Does the Board of Registered Nursing (BRN) Do?

Most nurses only interact with the Board of Registered Nursing when they renew their licenses every two years. As a result, they may not be aware of the other varied roles and functions of the Board.

Were you aware that over 70% of the Board's budget is spent on enforcement activities? Did you know that the Board regulates more than 455,000 licensees and 100,000 certificate holders? Other facts of interest: Board staff assist over 15,400 callers per month, over 4,000 complaints are investigated annually, and 48,000 applications for licensure or certification are evaluated each year.

This article is intended to highlight the most important activities of the Board so that nurses are aware of how their fees are spent in the regulation of the profession.

## Board Mission

The California Board of Registered Nursing regulates the practice of registered nursing and certified advanced practice nurses in order to protect the public health, safety, and welfare. The board exists to protect the health and safety of consumers and promote quality registered nursing care on California. This mission is accomplished by the following activities:

- Enforcing sound licensing standards
- Prosecuting violations of the Nursing Practice Act through an effective enforcement program
- Assisting chemically dependent or mentally ill nurses through the intervention program
- Enforcing educational standards in nursing school programs
- Ensuring continued competency of nurses
- Educating the public

The Nursing Practice Act (NPA) is the body of California law that mandates the Board accomplish the above activities and sets the scope of practice and responsibilities for Registered Nurses. The NPA is located within the California Business and Professions Code starting with section 2700. Regulations which specify the implementation of the law appear in the California Code of Regulations.

# Overview of Board Structure

The Board of Registered Nursing is one of approximately 40 professional regulatory boards, bureaus or programs that exist within the Department of Consumer Affairs. The Board is the fourth largest in the department, regulating over 455,000 registered nurses with a yearly budget of approximately \$58 million for fiscal year 2020/2021.

Nine board members serve as the policy-setting body for the board. Seven of the members are appointed by the Governor, one by the Senate President Pro Tempore, and one by the Assembly Speaker. Board members include five registered nurses, and four members of the public. The board members work through a committee structure with staff support to assess issues, set policy and make enforcement decisions. The committees are:

- Administrative Committee
- Enforcement/Intervention Committee
- Education/Licensing Committee
- Nursing Practice Committee
- Legislative Committee

The Board meets five times a year in major cities throughout the State, with committee meetings preceding each board meeting. Board members make far-reaching policy decisions on the practice of nursing and enforce the NPA. A substantial amount of board member time is spent on enforcement cases to make decisions about whether to reinstate, revoke, or take other action against the licenses of nurses who have violated the NPA. In addition, the board members monitor and approve over 140 schools of nursing.

## Scope of Regulation

The Board is responsible for regulating the practice of the following population of nurses:

- 458,165 Registered Nurses
- 36,196 Public Health Nurses
- 27,640 Nurse Practitioners
- 24,887 Nurse Practitioner Furnishing Numbers
- 1,349 Nurse Midwives
- 1,051 Nurse Midwife/Practitioner Furnishing Numbers
- 2,682 Nurse Anesthetists
- 230 Psychiatric/Mental Health Nurses
- 3,391 Clinical Nurse Specialists

As nursing practice and health care evolve, the public relies on the Board to act as patient advocate to ensure that registered nursing activities are performed in a safe manner by qualified individuals.

# Strategic Planning

In 1994, the Board initiated an in-depth strategic planning process to set a direction that would ensure the Board's effectiveness and responsiveness to the public which it serves. The Board's goals and objectives are to maximize effectiveness in consumer protection and consumer service; create a work environment that promoted employee success in order to better serve the public; take a proactive leadership role in structuring 21<sup>st</sup> century health care related to registered nursing and advanced practice nursing. Ongoing strategic planning ensures continual improvement of service to the public, anticipation of future public needs, and evaluation performance.

## Licensing and Renewals Programs

The licensing program serves as the first line of public protection by preventing licensure of unsafe or incompetent applicants. Staff ensures that the 48,000 applicants who seek licensure or certification each year have met all the educational requirements, have passed the appropriate licensing examination, and do not pose a threat to patients based on criminal conviction records or prior discipline in other states. The licensing program is complex due to multiple methods of eligibility. These are:

- Associate Degree, Diploma, and Baccalaureate education
- Licensed Vocational Nurses with 30 RN units, External Degree Programs, generic Masters Programs, among other alternate preparation routes.
- International education
- Endorsement applicants from over 60 states and jurisdictions

In April 1994, the national licensing examination converted from a 2-day paper-and-pencil exam that is given twice a year to a half-day computerized adaptive test that is given throughout the year. The move to computerized adaptive testing resulted in many benefits to the public, including more rapid licensure. To ensure continued validity of the exam, the Board is involved with national committees related to the examination such as; The National Council of State Boards of Nursing (NCSBN).

The licensing and renewals programs are also responsible for assuring continued competency of RNs through renewals and continuing education. Nurses are required to complete 30 hours of continuing education every two years.

## Special Licensee Services

In January 2001, RNs became the first profession in the State to be able to renew their licenses online using a credit card. As of October 2013, all Registered Nurses and Advanced Practice Certificates can be completed online as well as submit address changes. Since 2013 all license applications became available online.

This service is available free of charge, 24 hours a day. In addition, the Board has implemented other automated services that assist employers and the public in verifying RN license status. They may check the status online at [www.rn.ca.gov](http://www.rn.ca.gov).

## Enforcement Program

The Board has authority to take disciplinary action against the licenses of registered nurses who have violated the Nursing Practice Act. Enforcement actions protect patients from nurses who have committed violations such as gross negligence, incompetence, patient abuse, fraud, theft, serious criminal convictions or drug related offenses.

Over 70% of the Board's budget is spent on enforcement-related activities. Not only does this emphasis meet its primary objective of providing patient protection, it also preserves the professionalism of nursing by removing unsafe nurses from the workplace.

Annually, the Board receives over 9,700 complaints which are fully investigated by the DCA Division of Investigation (DOI) and/or Board Nursing consultants. If a violation is substantiated, the case is referred to the Office of the Attorney General for possible action against the license. Licensees have every opportunity to dispute any charges and may request a hearing before an independent administrative law judge. The board members then vote on whether to adopt the proposed decision, which may result in revocation, probation, suspension or other formal disciplinary action. If the case involves unlicensed or criminal activity it is referred to the local district attorney for prosecution.

The enforcement program is very active and dynamic as demonstrated by the following statistics:

- Over 8,000 complaints received annually
- 1,200 cases referred to the Attorney General
- Approximately 800 RN licenses revoked or placed on probation
- Approximately 140 applications are formally denied every year

As a preventative enforcement measure, the Board began to require fingerprints from all applicants for licensure in 1990. During the first year, the number of convictions reported by applicants doubled to over 850, and over 150 applicants failed to report convictions that were detected by fingerprinting. As a direct result, the Board also receives subsequent conviction reports from the Department of Justice on a continuing basis for all licensees who were fingerprinted during the application process.

# Intervention Program

The Board's Intervention Program has proven to be an effective method of intervening in cases which registered nurses are impaired by drugs, alcohol, or mental illness. As an alternative to the more lengthy and costly disciplinary process, the Intervention Program allows immediate intervention and removal from practice less than two weeks after a complaint is received. That contrasts with the discipline process which can take up to two years before the licensee can be removed or restricted.

The intervention program is a voluntary, confidential program enabling an RN to focus on recovery. The RN returns to work only after being deemed safe to practice by experts and is closely monitored for compliance with the rehabilitation program.

Over 2,300 RNs have successfully completed the program resulting in the return of safe, rehabilitated nurses into the work force.

# Nursing Education Consultants

The Board's nursing education consultants are involved in all aspects of the Board's activities due to their subject matter expertise. Their key roles are reflected in the following examples of their areas of responsibility:

- Staff to Board committees
- Liaison to public on nursing practice issues and questions
- School approval responsibility for over 140 nursing programs
- Nursing evaluation and investigation of enforcement cases
- Policy development for emerging nursing practice issues
- Evaluation of pending legislation
- Consultation on nursing issues such as; licensing, international education, enforcement and intervention programs.

# Website

Please visit the website at [www.rn.ca.gov](http://www.rn.ca.gov) for further information about Board services.



**1976** - International applicant licenses were no longer accepted for reciprocity and were required to pass the State Board Test Pool Examination for licensure.

**1977** - New Board member composition was established: three public members, three direct patient care RNs, one RN educator, one RN administrator, and one physician.

**1982** - National Council of State Boards of Nursing replaced National League for Nursing as the testing service and instituted a comprehensive examination called the National Council Licensure Examination (NLCEX).

**1984** - Certification of nurse anesthetists established.

**1985** - Mandatory certification of nurse practitioners established. Voluntary registration of psychiatric/mental health nurses established for third-party payer reimbursement purposes. The Board's Diversion Program was established.

**1987** - Furnishing numbers for nurse practitioners established.

**1988** - The National Council Licensure Examination (NCLEX) begins reporting scores as pass or fail instead of numeric scores.

**1990** - Fingerprinting and criminal background checks were implemented for all applicants

**1992** - Furnishing number for nurse midwives established.

**1993** - the certification of public health nurses was transferred from the Department of Health Services to the Board of Registered Nursing.

**1994** - The last "pencil and paper" test was given as Computer Adaptive Testing came into existence. The cost recovery program was implemented.

**1996** - Citation and Fine program was implemented.

**1997** - First sunset review completed and presented before the California Legislature which resulted in extension of sunset date for six years. The Board replaced paper licenses with tamper-resistant plastic card licenses. The Board developed an honorary certificate for retiring registered nurses.

**1998** - Certification of Clinical Nurse Specialists established.

**1999** - The Board's public web page went live.

**2000** - The Board implemented new Live-Scan procedures for fingerprinting applicants. The National Council of State Boards of Nursing initiated a new computer system to exchange discipline information between states.



**2001** - The Board became the first California licensing agency to offer online professional license renewal services. The Board offered online license verification. Registered nurses became able to change their addresses, request a duplicate license and renew advanced practice certificates online. The Board streamlined the processing of out-of-state endorsements.

**2002** - In collaboration with the Department of General Services, the Board developed an online application system for registered nurses endorsing to California from other states.

**2003** - The second sunset review completed and presented before the California Legislature resulted in an additional extension of the sunset date for four years.

**2005** - The Governor implements the California Nurse Education Initiative which provided \$90 million to expand and increase nurse education opportunities.

**2006** - The Board member composition was restructured: four public members, three direct patient care RNs, one RN educator, and one RN administrator.

**2007** - The Board launches a redesigned website. Board sunset date extended four years.

**2009** - Fingerprinting required for all registered nurses licensed prior to 1990. The Governor implements \$60 million as second round of five-year funding for California Nurse Education Initiative.

**2010** - The Board re-organizes and adds internal investigators.

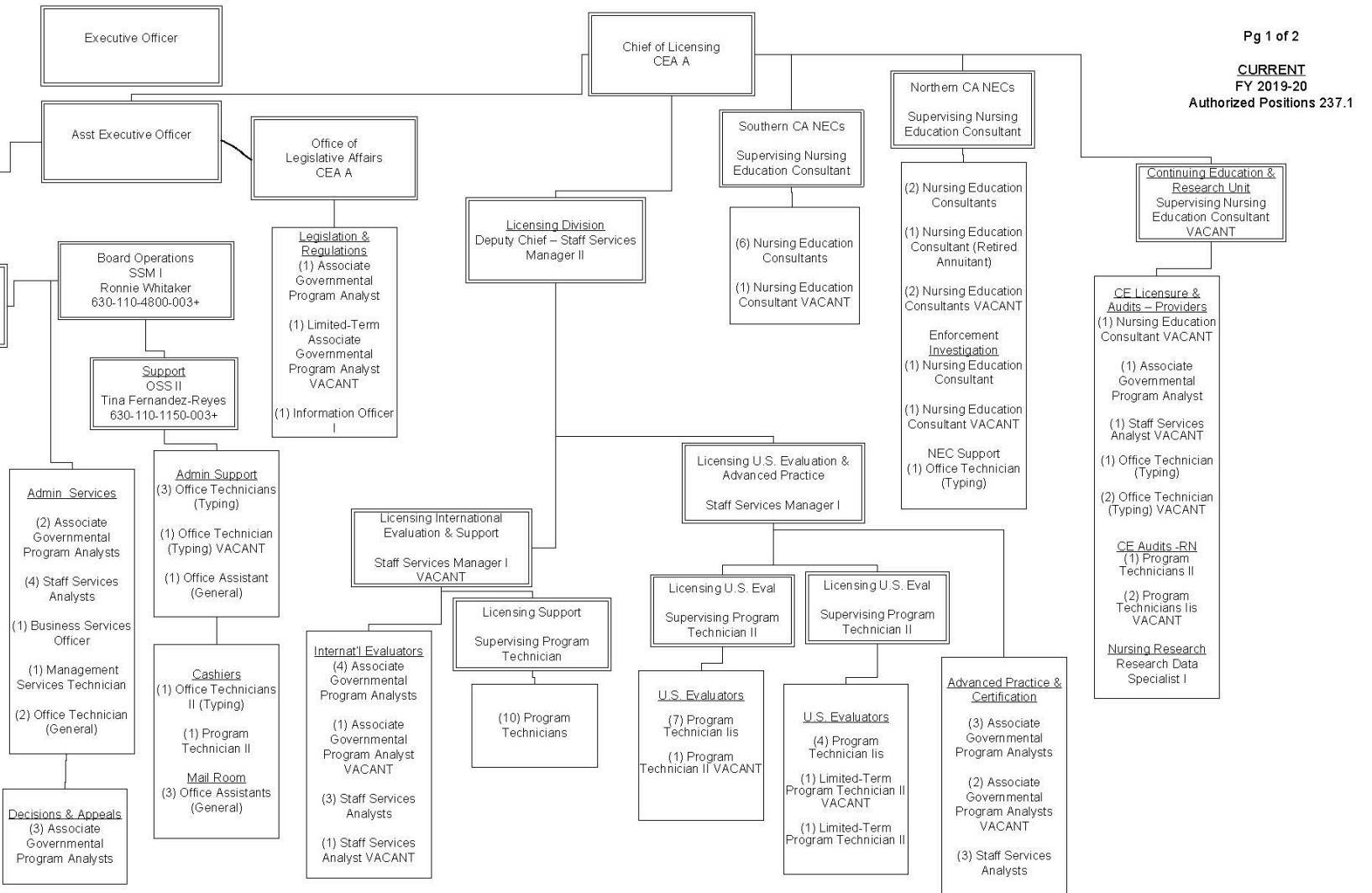
**2011** - The Board of Registered Nursing was sunset and it became the Registered Nursing Program. A third sunset review was completed and presented before the California Legislature. The Board became a member of the National Council of State Boards of Nursing Nursys® system which exchanges licensure verification and discipline information between states.

**2012** - The Board of Registered Nursing was re-established with a sunset date of January 1, 2016.

**2017** - The Board Sunset date, was extended for 4 years.

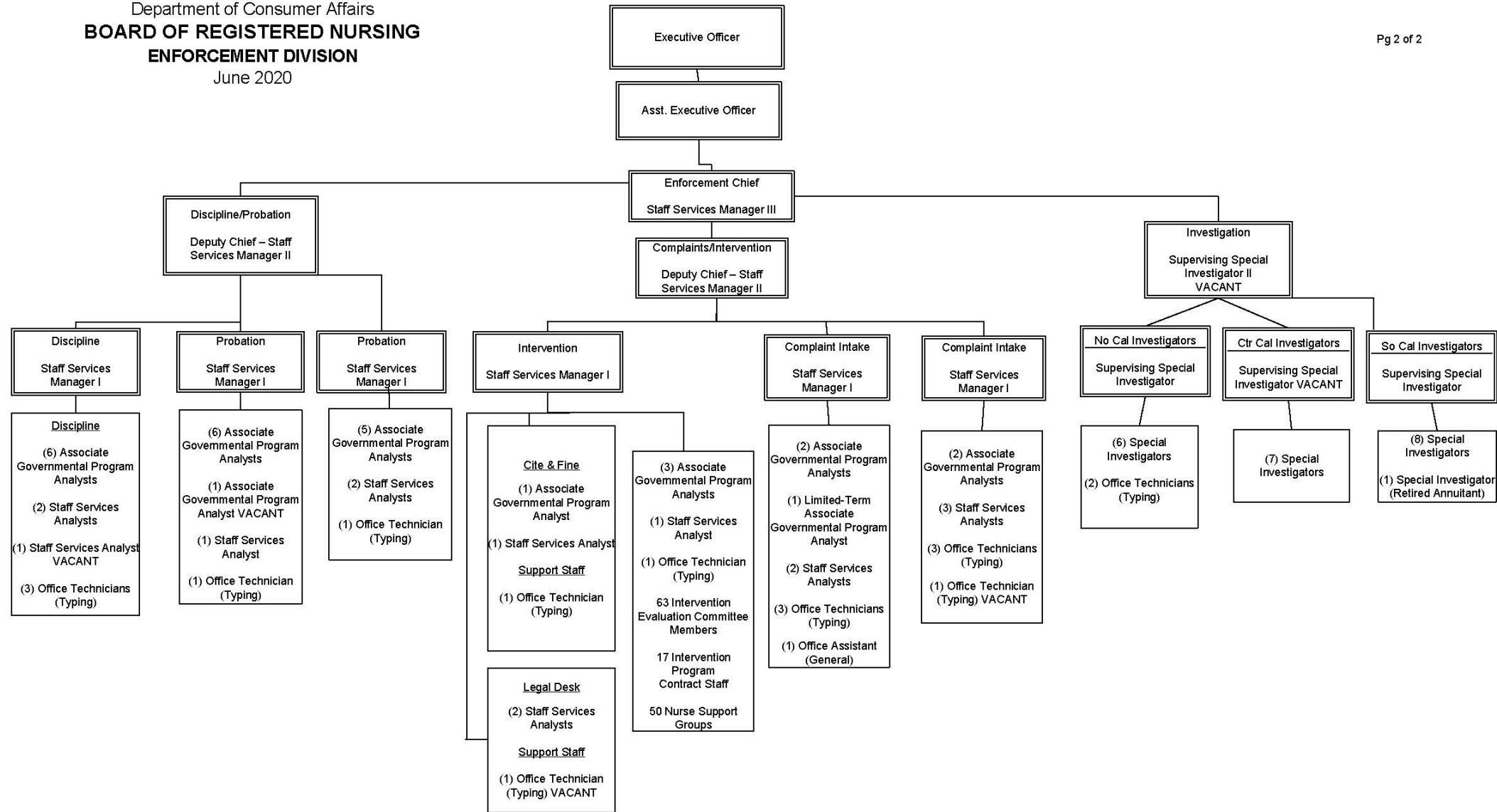
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(2) IT Specialists  
(1) IT Associate  
(1) IT Technician]
    OIS --> COS[Chief of Operations & Consumer Services  
Staff Services Manager III  
VACANT]
    OIS --> CSB[Consumer Services & Board Operations Div  
SSM II  
Matthew Yeates  
630-110-4801-002+]
    COS --> CSPIU[Consumer Services Public Information Unit  
Limited-Term Staff Services Manager]
    CSPIU --> PPIU1[Public Information Unit  
Supervising Program Technician II]
    CSPIU --> PPIU2[Public Information Unit  
Supervising Program Technician II]
    CSPIU --> PPIU3[Public Information Unit  
Limited-Term Supervising Program Technician II VACANT]
    CSPIU --> CS_Cor[Consumer Services Correspondence  
(1) Staff Services Analyst]
    PPIU1 --> PPIU1_T1[Program Technician IIs  
(1) Program Technician II VACANT  
(1) Program Technician]
    PPIU2 --> PPIU2_T1[Program Technician IIs  
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(3) Limited-Term Program Technician IIs VACANT  
(3) Program Technicians]
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(1) Office Technician  
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(1) Program Technician II  
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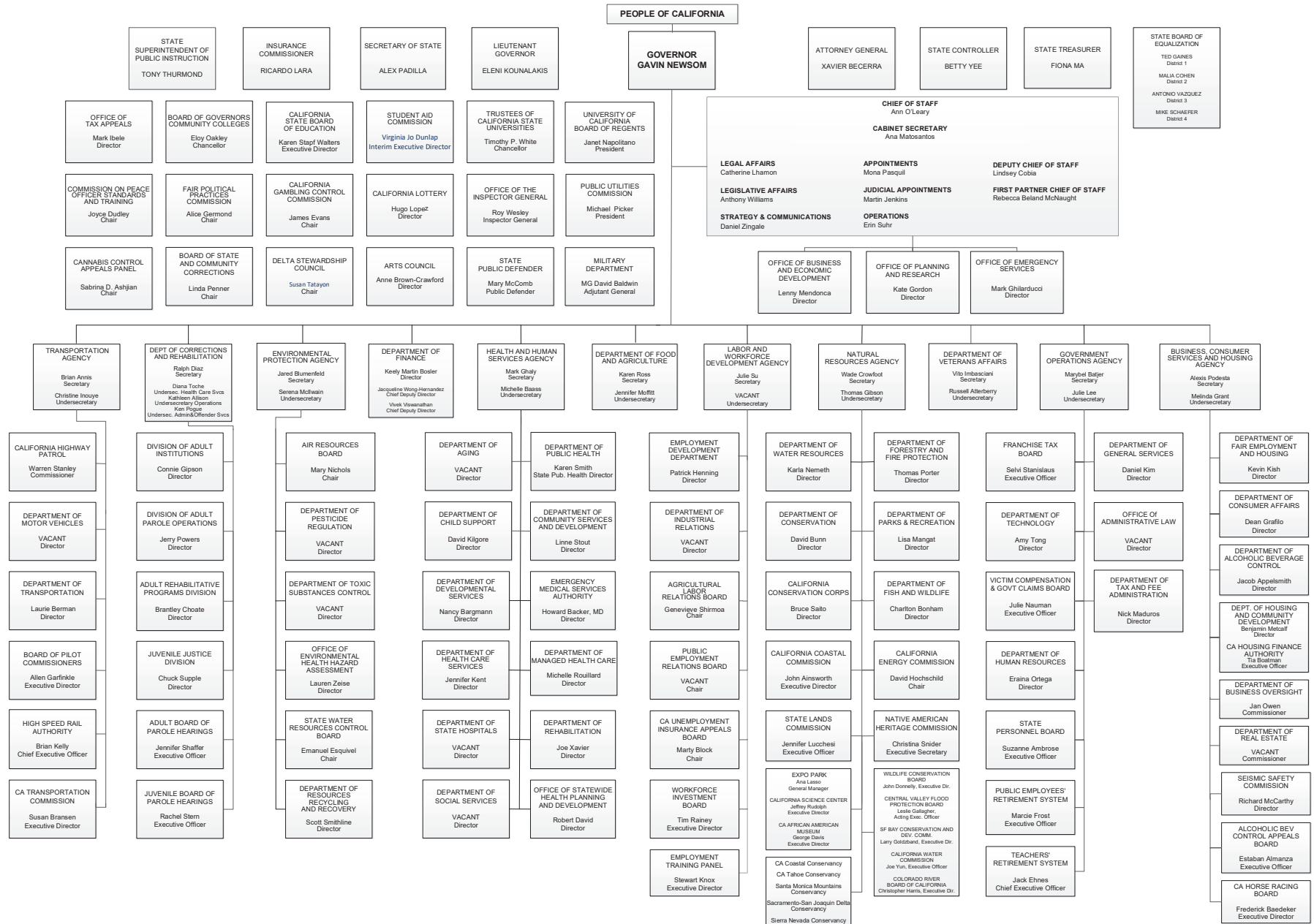


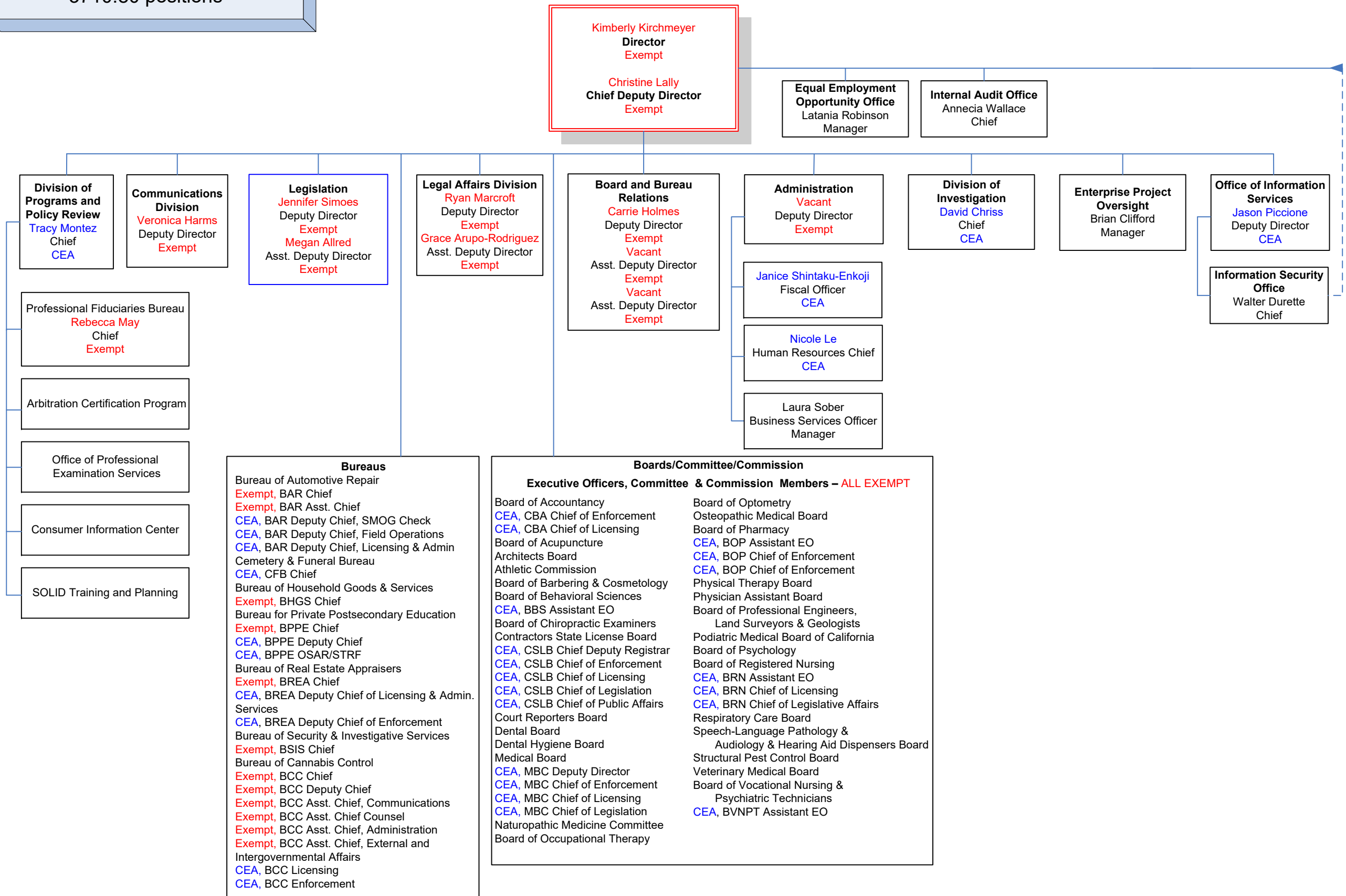
Department of Consumer Affairs  
**BOARD OF REGISTERED NURSING**  
**ENFORCEMENT DIVISION**  
June 2020

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# CALIFORNIA STATE GOVERNMENT – THE EXECUTIVE BRANCH





# BUDGET BASICS

BRN is a self-supporting Special Fund entity.

- ❑ Revenues are derived from various application fees and license renewals. Renewals generate 70% of board revenue.
- ❑ BRN uses baseline budget. Baseline budget reflects the anticipated costs of carrying out the current level of service as authorized by the legislature.
- ❑ Budget can only be increased by a Budget Change Proposal (BCP), chaptered legislation, or augmentations approved by Agency, Finance, & Legislature.
- ❑ Purchase of Major & Minor equipment must be approved by the department via Schedule 9 Equipment Request.
- ❑ Out of State Travel must be approved by Agency & Governor's Office.
- ❑ Outside services must be obtained through a contract process.

# BUDGET BASICS

## BRN BUDGET

2019/2020

Authorized Positions – 238.8

Personnel Services

\$24,607,000

Operating Expenses

\$34,325,000

Total, Operating Budget →

\$58,932,000

# BUDGET BASICS

## BRN REVENUE:

Revenue Breakdown:	<u>2019/2020</u>
Other Income: *	\$ 2,346,000
Application Fee:	\$16,891,000
Renewal Fees:	\$48,538,000
Delinquency Fees:	\$ 742,000
Investment Income:	<u>\$ 501,000</u>
 Total Projected Revenue:	 \$69,018,000

\* Temp certificates, duplicate licenses, certification letter, endorsement to another state



# BUDGET BASICS

## Operating Expenses & Equipment (O E & E) Breakdown:

2019/2020

● General Expense, Printing, Postage, Travel, Facilities Operations, Contracts, Minor & Major Equipment, Exam Expenses, Vehicle Operations:	\$ 4,281,000
● Pro Rata: (Data Processing, Admin/Exec, DOI Internal, Public Affairs, Consumer & Communications, Interagency Services, and Statewide Pro Rata)	\$ 17,074,000
● AG	\$ 9,403,000
● Office of Admin Hearings	\$ 1,140,000
● Evidence Witness	\$ 151,000
● Court Reporters	\$ 2,276,000
Total OE & E Costs :	\$34,325,000

# ***Board and Committee Meetings***

*Charge of the Administrative  
Committee*

*Charge of the Legislative Committee*

*Charge of the  
Enforcement/Intervention Committee*

*Charge of the Education/Licensing  
Committee*

*Charge of the Nursing Practice  
Committee*

## **Board of Registered Nursing CHARGE OF THE ADMINISTRATIVE COMMITTEE**

---

The Administrative Committee is composed of the officers of the Board.

**Purpose:**

The Administrative Committee is appointed to propose administrative policy to the Board, to determine necessity to call an emergency meeting of the Board, subject to the requirements of The Open Meeting Act, and to be consulted by the Executive Officer on day-to-day implementation or interpretation of Board Policy.

**Membership:**

Membership shall include the President and Vice-President of the Board.

**Authority:**

Sturgis Rules of Order adopted November 18, 1982.

**Relationship:**

The Committee provides policy direction to the Board.

**Meetings:**

The Committee shall meet as necessary to carry out its assigned functions. Decisions shall be made by consensus of the members.

The President is allowed to substitute for any committee member when there is a lack of quorum.

## **Board of Registered Nursing CHARGE OF THE LEGISLATIVE COMMITTEE**

---

The Legislative Committee is hereby established by the Board of Registered Nursing.

**Purpose:**

The Committee is appointed to provide information and/or make recommendations to the Board and Committees of the Board on matters relating to legislation affecting registered nurses.

**Membership:**

The Committee shall be composed of 2 to 4 members, one of whom shall be a registered nurse.

**Authority:**

The president is delegated by the Board to assign Board members to committees and to appoint committee chairs with approval of the Board

**Term:**

Members shall serve one-year terms commencing each calendar year.

**Relationship:**

The Committee is advisory and recommends actions to the Board. Recommendations and reports of the Committee shall be submitted to the full Board for consideration and approval.

**Meetings:**

The Committee shall meet every two months or as often as necessary to carry out its assigned tasks. Meetings are open to the public and require a 10-calendar day notice sent to all interested parties on the Committee's mailing list.

**Quorum:**

A majority of the Committee members constitutes a quorum.

**Procedures in Meetings:**

Meetings are open to any Board member who wishes to attend, although persons who are not a member of the Committee do not have a vote. Board members are reminded that a meeting, which is attended by a quorum of Board members (i.e., 5 or more), may constitute an official Board meeting. Therefore, in the event that 5 or more members attend a Committee meeting, it is recommended that non-members not participate in the meeting discussion.

Public comment is allowed for each agenda item during the meeting. Total time allocated for public comment on particular issues may be limited.

Simple and informal procedure is desirable. No seconds to motions are required.

**Staff:**

Committee staff provides advice and consultation to the Committee but do not have voting privileges.

(Revised May 2019)

## **Board of Registered Nursing**

### **CHARGE OF THE ENFORCEMENT/INTERVENTION COMMITTEE**

---

The Enforcement/Intervention Committee hereby established by the Board of Registered Nursing.

**Purpose:**

The Enforcement/Intervention Committee is appointed to advise the Board on matters related to laws and regulations pertaining to intervention and discipline as set forth in the Nursing Practice Act, Articles 3 and 3.1, and the California Code of Regulations, Articles 4 and 4.1, and to make recommendations to the Board concerning these matters.

**Membership:**

The Committee shall be composed of 2 to 4 members, one of whom shall be a registered nurse.

**Authority:**

The president is delegated by the Board to assign Board members to committees and to appoint committee chairs with approval of the Board.

**Term:**

Members shall serve one-year terms commencing each calendar year.

**Relationship:**

The Committee is advisory and recommends actions to the Board. Recommendations and reports of the Committee shall be submitted to the full Board for consideration and approval.

**Meetings:**

The Committee shall meet every two months or as often as necessary to carry out its assigned tasks. Meetings are open to the public and require a 10-calendar day notice sent to all interested parties on the Committee's mailing list.

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**Staff:**

Committee staff provides advice and consultation to the Committee but do not have voting privileges.

## **Board of Registered Nursing CHARGE OF THE EDUCATION/LICENSING COMMITTEE**

---

The Education/Licensing Committee is hereby established by the Board of Registered Nursing.

### **Purpose:**

The committee is appointed to advise the Board on matters relating to nursing education, including approval of nursing programs (prelicensure and advanced practice), curriculum changes, student performance on NCLEX and on issues pertaining to nursing education.

Assure a job related, non-discriminatory examination by screening item development experts for the National Council, advising the Board on the development of examination related guidelines and procedures and monitoring National Council correspondence.

Advise the Board regarding policies, guidelines and interpretation of regulations for nursing education.

Assure continued competence of licensed RNs by monitoring a mandatory continuing education program.

Receive recommendations from the Nurse-Midwifery Advisory Committee.

### **Membership:**

The Committee shall be composed of 2 to 4 members, at least two of whom shall be a registered nurse.

### **Authority:**

The president is delegated by the Board to assign Board members to committees and to appoint committee chairs with approval of the Board

### **Term:**

Members shall serve one-year terms commencing each calendar year.

### **Relationship:**

The Committee is advisory and recommends actions to the Board. Recommendations and reports of the Committee shall be submitted to the full Board for consideration and approval.

The Committee also acts as hearing body for the Board in cases of disciplinary actions against continuing education providers.

### **Meetings:**

The Committee shall meet every two months or as often as necessary to carry out its assigned tasks. Meetings are open to the public and require a 10-calendar day notice sent to all interested parties on the Committee's mailing list

**Quorum:**

A majority of the Committee members constitutes a quorum.

**Procedures in Meetings:**

Meetings are open to any Board member who wishes to attend, although persons who are not a member of the Committee do not have a vote. Board members are reminded that a meeting, which is attended by a quorum of Board members (i.e., 5 or more) may constitute an official Board meeting. Therefore, in the event that 5 or more members attend a Committee meeting, it is recommended that non-members not participate in the meeting discussion.

Public comment is allowed for each agenda item during the meeting. Total time allocated for public comment on particular issues may be limited.

Simple and informal procedure is desirable. No seconds to motions are required.

**Staff:**

Committee staff provides advice and consultation to the Committee but do not have voting privileges.

## **Board of Registered Nursing CHARGE OF THE NURSING PRACTICE COMMITTEE**

---

The Nursing Practice Committee is hereby established by the Board of Registered Nursing.

### **Purpose:**

The Committee is appointed to advise the Board on matters relating to nursing practice, including common nursing practice issues (such as rights of the RN and patient in communicable disease cases or the RN's authority to order/perform laboratory tests) and advanced practice issues in the practice of the nurse-midwife, nurse anesthetist and nurse practitioner. The Committee also reviews all staff responses to proposed regulation changes that may affect nursing practice.

### **Membership:**

The Committee shall be composed of 2 to 4 members, one of whom shall be a registered nurse.

### **Authority:**

The president is delegated by the Board to assign Board members to committees and to appoint committee chairs with approval of the Board

### **Term:**

Members shall serve one-year terms commencing each calendar year.

### **Relationship:**

The Committee is advisory and recommends actions to the Board. Recommendations and reports of the Committee shall be submitted to the full Board for consideration and approval.

### **Meetings:**

The Committee shall meet every two months or as often as necessary to carry out its assigned tasks. Meetings are open to the public and require a 10-calendar day notice sent to all interested parties on the Committee's mailing list.

### **Quorum:**

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### **Staff:**

Committee staff provides advice and consultation to the Committee but do not have voting privileges.

(Revised May 2019)



# ***Board Member Responsibilities***



## **Board Member Responsibilities**

Each Board member represents the State of California and although he/she is an individual member, they have an obligation to represent the Board as a body. Each member should carefully consider each responsibility and time commitment prior to agreeing to become a Board Member.

### **Prepare for meetings (5-10 days per year)**

- Prepare for all meetings by reviewing and critically analyzing all Board materials provided

### **Attending meetings (20-30 days per year)**

- Attend all meetings; actively participate in meeting discussions; serve on committees of the Board to provide expertise in matters related to the Board

### **Disciplinary Matters (48-96 days per year)**

- Review and analyze all materials pertaining to disciplinary matters and provide a fair, unbiased decision; timely respond to every request for a decision on any disciplinary matter; review and understand the Board's disciplinary guidelines; review and amend the Board's disciplinary guidelines on a regular basis to align with the policies set by the Board

### **Policy Decision Making (included above)**

- Make educated policy decisions based upon both qualitative and quantitative data; obtain sufficient background information on issues upon which decisions are being made; seek information from Board staff regarding the functions/duties/requirements for the licensees being overseen; allow public participation and comment regarding matters prior to making decisions; ensure public protection is the highest priority in all decision making

### **Governance (2-4 days per year)**

- Monitor key and summary data from the Board's programs to evaluate whether business processes are efficient and effective; obtain training on issues pertaining to the Board (e.g. budget process, legislative process, enforcement/licensing process, etc.); make recommendations regarding improvements to the Board's mandated functions
- Participate in the drafting and approval of a Strategic Plan; oversee the Strategic Plan on a quarterly basis to ensure activities are being implemented and performed; monitor any new tasks/projects to ensure they are in-line with the Strategic Plan
- Provide guidance and direction to the Executive Officer on the policies of the Board; annually evaluate the Executive Officer; assist the Executive Officer in reaching the goals for the Board

**Outreach (1-10 days per year)**

- When approved by the Board, represent the Board in its interaction with interested parties, the legislature, and the Department of Consumer Affairs
- When approved by the Board, represent the Board at national meetings




**Training (2 day per year)**

- Obtain the required Board Member training, i.e. Board Member Orientation Training, Sexual Harassment Prevention Training, and Ethics Training

**Total Time: 51 – 106 days per year**

# ***Fair Political Practices Commission (FPPC)***

## ***Form 700***

<i>Reference Pamphlet</i>	
<i>2019-2020 State of Economic Interests Form 700</i>	
<i>Limitations and Restrictions on Gifts, Honoraria, Travel and Loans</i>	



External Hyperlink

# ***Board Member Per Diem***

*Completion of the Authorization for Board  
Member Per Diem Request*

*SAMPLE - Authorization for Board Member  
Per Diem Request*

*BLANK - Authorization for Board  
Member Per Diem Request*

## COMPLETION OF THE AUTHORIZATION FOR BOARD MEMBER PER DIEM REQUEST

1. Board Member: Your name goes on this line.
2. Month: The month you are claiming per diem.
3. Date: The date you are claiming per diem. (e.g.: 5/22/2019)
4. Place: The name of the city where per diem is being claimed.
5. Time: The start/end times you conducted board business on that date.
6. Total Hours: The total hours you conducted board business on that date.  
Number of hours will be calculated into = 8 hours = 1 day
7. Service Performed: e.g.: Reading disciplinary actions, Voting on cases,  
Attending board and/or committee meetings.

### Attachments:

Sample per diem request sheet

Blank per diem request sheet

**Board of Registered Nursing  
Authorization for Board Member Per Diem Request**

Board Member Your Name here

Month March 2012

DATE	PLACE (CITY)	TIME	TOTAL HOURS	SERVICE PERFORMED
3/8	Los Angeles	1 pm - 4 pm	3 hrs	Reviewed Decisions

**Board of Registered Nursing  
Authorization for Board Member Per Diem Request**

**Board Member** \_\_\_\_\_ **Month** \_\_\_\_\_

DATE	PLACE (CITY)	TIME	TOTAL HOURS	SERVICE PERFORMED



# ***Travel Information/ Reimbursements***

*Consumer Affairs Travel Guide*

*Travel Expense Information Needed  
When Filing a Claim*

*BLANK – Travel Expense Information  
Sheet*



External Hyperlink

# Department of Consumer Affairs Travel Guide

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Office of Administrative Services  
Accounts Payable  
Travel Unit



October 2019

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**Disclaimer:** *Bargaining Contracts, California Department of Human Resources (CalHR), Departmental Policy and the State Administrative Manual (SAM) sets forth the information contained in this Travel Guide. If any of the information within conflicts with the most recent provisions set forth by the said mentioned above, then those provisions will supersede this Travel Guide. Information provided in this Travel Guide is routinely updated by various control agencies. The traveler or user of this Travel Guide must always make sure they have the most current information. Click on the web links to view the most current information.*

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# Chapter 1: Introduction and Definitions

## Introduction

The purpose of the Department of Consumer Affairs Travel Guide (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, California Department of Human Resources (CalHR) travel rules for state officers and employees pursuant to Sections 599.615 through 599.638.1 of Article 2 of Subchapter 1 of Chapter 3 of Division 1 of Title 2 of the California Code of Regulations, and the *State Administrative Manual (SAM)*, Chapter 700. If any of the information herein conflicts with the most recent provisions set forth by the bargaining contracts or legal provisions 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 must 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 Department of Consumer Affairs (DCA and/or Department) employees and any agent of the State (listed below) may request a travel advance and/or travel reimbursement using the appropriate Department forms and the CalATERS Global System. 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, committees, or task forces that are created by agency secretaries, department directors, executive officers, or board members 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 the 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: Expenses incurred at least 50 miles (one-way) from headquarters and/or residence when applicable and is fewer than 31 consecutive days.

Long-Term Travel: Travel that is in excess of 30 consecutive days becomes long-term travel. Specific reimbursement rates and reporting requirements apply; contact your Travel Liaison.

Per Diem Expenses: Meals, lodging, and all appropriate incidental expenses incurred may be claimed when conducting State business while on travel status.

Transportation Expenses: Various modes of transportation used while on official State business; for example, airfare, vehicle, taxi, and shuttle 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 more than \$25, the claim must be approved by the DCA Accounting Administrator II.

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. Requires an approved conference attendance request prior to attending and must be attached to the [Travel Expense Claim \(TEC\) \(STD 262 A\)](#).

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 they return 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 their 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 Relations approves Board Presidents’ [TECs](#). Once they have been reviewed and initialed by the Executive Officer, the Board President shall approve the Executive Officer’s and the Board Members’ travel claims. In the absence of the Board President, the Board Vice President shall approve the Executive Officer’s and the Board Members’ travel claims.

The Deputy Director of the Office of Administrative Services approves Bureau and Board Presidents’, Bureau Chiefs’, Division Chiefs’, and Deputy Directors’ travel advances, expense claims, conference requests, and authorized signature forms. The Deputy Director of the Office of Administrative Services also approves all exception-to-travel status for board and bureau and Travel Advance Requests for non-salaried employees. In the absence of the Board President, the Board Vice President shall approve the Executive Officers’ and the Board Members’ travel claims.

In the extended absence of either the Deputy Director of Board and Bureau Services or the Deputy Director of the Office of Administrative Services, either can approve the above for boards and bureaus.

All approving officers must have a signature card on file with the Accounting Office before approving a claim.

Note: See DCA policy, form, and procedures posted on the [“Accounting” page of the DCA Intranet](#) regarding authorized signatures.

## **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 and/or 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 at headquarters and/or home. Factors include: Which is the closest distance? Is travel during normal working hours or not? Is it a second worksite?
- The timeframe in which 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. Please review your Bargaining Unit Contract on [CalHR](#) website for current rates.

<b>For Excluded/Exempt, BU 1 through BU 21</b>	
<b>Lodging</b>	<b>Reimbursement</b>
Statewide (except for those listed below)	\$90.00 plus taxes/resort fees on the entire cost of the lodging rate.
Napa, Riverside, and Sacramento Counties	\$95.00 plus taxes/resort fees on the entire cost of the lodging rate.
Marin County	\$110.00 plus taxes/resort fees on the entire cost of the lodging rate.
Los Angeles, Orange, Ventura Counties, and Edwards AFB, excluding the City of Santa Monica	\$120.00 plus taxes/resort fees on the entire cost of the lodging rate.
Monterey, San Diego	\$125.00 plus taxes/resort fees on the entire cost of the lodging rate.
Alameda, San Mateo, and Santa Clara Counties	\$140.00 plus taxes/resort fees on the entire cost of the lodging rate.
City of Santa Monica	\$150.00 plus taxes/resort fees on the entire cost of the lodging rate.
San Francisco County	\$250.00 plus taxes/resort fees on the entire cost of the lodging rate.

Lodging facilities include commercial hotels and motels and residential property—short term rental, that are reserved for fewer than 30 days. (See [CalHR PML-2015-039](#), Assembly Bill 229 (Stats. 2015, ch. 770), effective January 1, 2016 through December 31, 2018.) All rates for reimbursement are limited to State-contracted lodging rates. (See [CalHR Travel Reimbursements](#).)

### **Hotel Tax Waiver**

The [Hotel/Motel Transient Occupancy Tax Waiver, STD 236 \(New 9-91\)](#), is available on the [DCA Intranet](#) Travel Home Page and should be used whenever possible. This form must be completed in advance and given to the hotel for its 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/check-out dates and times, number of occupancies, room rate, taxes, and method of payment.

In the rare event where an employee chooses to use a third-party vendor (such as Priceline.com, Expedia.com, Travelocity.com, Hotels.com, etc.) to make travel arrangements, the following instructions must be strictly adhered to:

- Employees who request reimbursement for receipts from third-party vendors for lodging expenses related to a State-approved relocation or for lodging expenses incurred while traveling on State business, must provide a valid receipt from the third-party vendor and the commercial lodging establishment where the employee stayed.

Both receipts are required to properly substantiate a valid business expense.

### **Sharing a Room**

When sharing a room with another State employee, each person can claim half 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 ([TECs](#)) 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 the 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. Please review your Bargaining Unit Contract on [CalHR, Travel Reimbursements](#) website for current rates.

Excluded and/or exempt employees and represented employees in Bargaining Units (BU) 1 through 21, please review your existing MOU for current rates (see following table).

Expense	Maximum Reimbursement For Actual Expense
Breakfast	Up to \$7
Lunch	Up to \$11
Dinner	Up to \$23
Incidental	Up to \$5

### Fewer 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 fewer than 24 hours:

Starts Trip on OR Before	Returns from Trip on OR After	Entitled To
6 a.m.	9 a.m.	Breakfast
4 p.m.	7 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; for example, start trip at or before 11:00 a.m. and end at or after 2 p.m. to claim lunch. In addition, meals on trips of fewer than 24 hours will be reported as a taxable fringe benefit as required by the IRS.

### More Than 24 Hours

If a trip is more than 24 hours, but fewer than 31 consecutive days, a represented or non-represented employee is entitled to breakfast, lunch, and dinner for every full 24-hour period while on travel status. The following table shows the meal entitlements for the last fractional period:

Starts Trip on OR Before	Returns from Trip on OR After	Entitled To
6 a.m.	8 a.m.	Breakfast
11 a.m.	2 p.m.	Lunch
5 p.m.	7 p.m.	Dinner

### Incidentals

Incidental reimbursement is allowed for every full 24 hours of travel up to the maximum amount allowed per Bargaining Unit Contract for actual necessary

expenses. Incidentals include expenses for fees and tips for services such as porters, baggage carriers, and hotel staff. No other items may be claimed as an incidental cost. (See [CalHR PML 2015-003](#) and [IRS Publication 463](#).)

### **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; 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 Department does not 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 ten hours, another meal allowance may be claimed, not to exceed three overtime meals within 24 hours.

Bargaining Unit	Rate	Consecutive*	Contiguous*
10	\$7.50	X	
1, 4, 11 & 14	\$8.00		X
2, 7, 9, 12, 16 & 19	\$8.00	X	
Excluded & 21 (exempt FLSA)	\$8.00	X	

## Definitions

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

**Contiguous:** Works two or more hours in excess of the number of hours worked on regular scheduled workday.

**Excluded:** Work Week Group Exempt (WWGE) and Represented Employees Exempt from Fair Labor Standards Act (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 ten hours or more (not including any breaks for meals) for an extended period. The employee, with approval of the appointing authority, may claim the actual cost of an arduous work meal up to \$8. Such meals should only be approved when the work schedule is consistently in excess of a normal full-time schedule. Occasional extra hours worked, consistent with the nature of other than a Work Week Group 2 schedule, do not meet the criteria for Extended Arduous Work Meals.

## Excess Lodging Policy and Procedure

Request for reimbursement of lodging expenses in excess of the State-specified rates, excluding taxes, must be received ten days prior to the trip. Approval is required from the DCA Accounting Administrator II up to \$250 and CalHR if more than \$250. Please note that although DCA has been delegated authority to make determinations regarding Excess Lodging Rate Requests up to \$250 per night, the Excess Lodging Rate Form (STD 255C) has been updated to reflect the increased amount. The [Excess Lodging Rate Request \(STD 255C\)](#) form located on [DCA Intranet](#) should be completed and contain the following:

- A list of at least three hotels contacted using the [Concur CalTravel Store](#) 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 State-specified rates. Using only higher-rate hotels in the documentation cannot 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 ten 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 approved conference or convention that would assist in the travel justification.

### **Reasonable Accommodation**

A reasonable accommodation can be obtained with supporting documentation through DCA Office of Human Resources Health & Safety Unit when travel requirements are a hardship to the employee for medical reasons. Please obtain the reasonable accommodation approval prior to the trip. (See [Health & Safety Unit, Reasonable Accommodation, DCA Intranet.](#))

### **Exception to Travel Status Policy**

It is the policy of the DCA to adhere to the rules and regulations as defined by the CalHR regarding the approval of requests for reimbursement within 50 miles of the employee's home or headquarters when conducting official State business. Extreme acts of God and nature that place the employee in harm's way are automatic and will be approved after the fact, when fully documented ([SAM section 0715](#), [CalHR PML 93-28](#).)

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 CalHR delegated the exception to travel status authority to the Director of the DCA, who delegated the authority to the Chief Accounting Officer. 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 CalHR. 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 Chief Accounting Officer, 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 their home and headquarters locations for more than a single day, but fewer than 50 miles. These include the nature of the work performed, the hours of work, or the apparent road and/or weather conditions make it impractical for the employee to return home or to the headquarters location at night.

The CalHR has 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 approval by the Chief Accounting Officer. 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.
- Home and Headquarters address with distance to location of the event.
- Name and address of the location where 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 with more than one attendee, explain why one employee could not achieve the goal and attach a training and development request with approval.

Note: Provide copies of the agenda, conference/convention announcements, and map/mileage printouts. 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, according to the [SAM section 0700 \(General Policy\)](#).

All transportation costs related to State business travel should be entered on all [TECs](#).

Transportation expenses consist of:

- Commercial airfares;
- Private vehicle use;
- Commercial rental car use;
- Gasoline for State or rental cars;
- Taxis, shuttles, or streetcar fares;
- Transportation Network Companies (TNT) – Uber and Lyft;
- Parking of State, rental, or privately-owned vehicles;
- Bridge and road tolls;
- Emergency repairs (State cars only); and
- Commuting transit/vanpool (employee 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;
- Urgency of the situation;
- If the employee must carry specialized equipment;
- Number of stops and amount of equipment;
- Number of people to be transported (is it more economical?);
- Driving time one-way (is it more than two hours?);
- Availability of transportation to and from the destination; and
- 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 being substituted.
- Include only the expenses of traveling from one location to another. Do not include any worksite expenses. Expenses incurred onsite 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. Please note all cost comparisons should be calculated using the current mileage rate and State rates for airfare if applicable.

Air Costs		Vehicle Costs
Ticket roundtrip	\$216.00	Mileage: City-to-city roundtrip:
Mileage to/from airport		
30 miles x 58.0 cents per mile=	\$17.40	720 miles x 58.0 cents per mile = <b><u>\$417.60</u></b>
Parking	<u>\$10.00</u>	

## 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 Department [Health & Safety Unit](#), which prevents the employee from specific modes of travel, such as air travel.

Request guidance from the Accounting Office Travel Unit ([calaters@dca.ca.gov](mailto:calaters@dca.ca.gov)) when special circumstances arise prior to commencing the trip.

## Direct and Indirect Travel Arrangements

All travel arrangements for air, auto rental, and lodging for official State business must be made through the Department's approved travel agency, Concur CalTravelStore.

## Air Travel

Before making airline reservations, be aware of the contract rates and where to book your flights. The State contracted rate includes airfare for origination and destination points known as city pairs for within California, out-of-State, and international

destinations. The contract rates are unrestricted one-way fares and are not subject to limited seating.

When booking on Southwest Airlines, you should only select “Want to Get Away” and “Anytime” flights. You should never select Business Class-type flights; if selected, you will be responsible for the difference in cost.

The 2019–20 contract fares are with Alaska Airlines, Delta Air Lines, JetBlue, Southwest Airlines and Virgin America. You must purchase your airline tickets through the CalTravelStore, the certified State travel agency, using your Department’s centralized Citibank Business Travel Account (BTA). The CalTravelStore website contains the online booking tool Concur Travel (formerly Cliqbook), the online booking tool for all airline travel.

All travel arrangements for official State business must be made through the Department’s approved travel agency, CalTravelStore ([www.caltravelstore.com](http://www.caltravelstore.com)).

Current Airfare Contract: [TB1902\\_extensioncontractairfare.pdf](#)

Air Travel: [SAM section 741](#).

Airline Itinerary Requirements: [SAM section 8422.114](#).

### **Airport Parking**

Employees parking at the airport must use the most economical parking available. However, if the board, bureau, or division determines that additional parking costs above the lowest-cost option are in the best interest of the State, a justification explaining the necessity for the additional cost shall be submitted with the employee’s [TEC](#). Without a receipt, reimbursement is limited to \$10. Please note, [TECs](#) submitted without the required justification may be cut by the State Controller’s Office. (See [CalHR PML 2007-024](#).)

Agencies/departments may consider the following items when determining if additional parking costs are in the best interest of the State:

- The direct expense; and
- The officer’s or employee’s time.

Please contact your Department’s Travel Liaison to initiate the start of your CalTravelStore profile. You must complete your registration before booking your travel.

Please use the links below for training and more information:

- After the initial profile setup, you'll access the reservation system at [www.caltravelstore.com](http://www.caltravelstore.com). Click on "Concur Login" to complete your profile.
- [Concur Travel Demo](#) (video) and [Concur Interactive Training](#).
- Concur Travel FAQs: [Concur Travel Booking Tool Training, Guides](#)

For security reasons, every traveler will need to contact their board or bureau Travel Liaison to initiate their CalTravelStore profile. Your user ID is your Department e-mail address. You must use your Department e-mail address as your user ID to have access to our Department's company ID. This e-mail address will be your user ID for future access to the reservation system. After you receive your temporary password, you can complete your profile and book your trips. In addition, you'll need to change the temporary password to ensure your account is secure. Once you've established a user ID and password, the system will request that you complete the profile. After you've completed the profile, you must save the information before you attempt to book a trip. The CalTravelStore has a travel reservation guide and video to help; they are provided on the website and link above.

### **Non-Employee Reservations (Airfare and Lodging)**

You can make reservations for non-State employees conducting State business for your program, such as subject matter experts, volunteers, witnesses, or contractors, and receive State rates when using the DCA State-contracted travel service agency. One-time travelers should be booked as a guest traveler; no profile should or needs to be established.

### **Frequent Flyer Programs**

Employees who earn travel premiums (frequent flier miles/points) while on official State business may use these travel premiums for their personal use. The value of these premiums will not be reimbursed to the employee if used for State business. (See [PML 2005-051](#).)

### **Receipts**

Airline itinerary or passenger receipts should include the traveler's name, dates and times of travel, destination, and amount of airfare. This document must be submitted with the employee's [TEC](#). The cost should always be entered on the claim as "Commercial Airfare," and "Department Paid" should be selected for payment type.

### **Privately Owned Aircraft Usage [SAM 0743](#) and [0746](#)**

Travel on official State business may be by privately owned, rented, or leased aircraft whenever this is the least costly means or is in the best interest of the State.

Employees must first obtain supervisor and agency approval. Employee pilots shall certify at least yearly to their employing agency that they have the required liability insurance during the period of official travel. These required limits are shown on [STD 265 \(New 2-91\)](#). Use [STD 265](#) for certification and insurance. (See [SAM section 0746](#).)

In all cases, the aircraft must be certified in accordance with Federal Aviation Administration regulations and properly equipped for the type of flying to be performed.

State employees who pilot aircraft on official State business must meet the requirements of CalHR Rule 599.628 and [SAM section 0747](#).

Reimbursement for use of privately-owned aircraft: [SAM section 0744](#)

The reimbursement rate for employee privately owned aircraft is \$1.26 per statute mile. Mileage is computed on the shortest air route from origin to destination, using airways whenever possible. Enter "Air Miles" and mileage on the [TEC](#). For expenses other than mileage, substantiate the expense with a voucher. Landing and parking fees are paid except at the site where the aircraft is normally stored.

### **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." ([SAM section 0750](#).)

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; or an employee must carry specialized tools, books, etc.

Privately owned vehicles may be used by employees on official State business if this is approved by the 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.
- Using the vehicle for private or recreational use.

**Commercially owned rental vehicles** may be rented when a State vehicle is not available and automobile travel is essential. The employee must return the rental car at the end of each work week State business is concluded. Refer to the [Department of General Services \(DGS\) website](#) to view the rental car contract and ensure adherence to State policy. (See Appendix.)

### **Commercial Rental Cars**

Transportation Services: [SAM Section 4100](#)

CalHR Policies for Method of Travel: [Travel Reimbursements - CalHR](#)

[DGS State Fleet Handbook \(revised May 2008\), at Page 5.](#)

DGS Rental Car Policies and Procedures: [Car Rental Resources for State Travel](#)

The State contract vendor for rental vehicles is Enterprise Rent a Car. The [current contract](#) is effective March 2019. Click on [www.dgs.ca.gov/travel/Programs/RentingaVehicle.aspx](http://www.dgs.ca.gov/travel/Programs/RentingaVehicle.aspx) for more information.

[Commercial Car Rental Car Rates](#) as of March 1, 2019:  
[http://inside.dca.ca.gov/documents/travel\\_rental\\_19-01.pdf](http://inside.dca.ca.gov/documents/travel_rental_19-01.pdf)[RentingaVehicle.aspx](#) for more information.

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

Here's a link to the complete [rental car contract](#).

### **Car Rental Reservation Information**

Rental Car reservation must be made on [Concur CalTravelStore \(www.caltravelstore.com\)](#).

To receive the contract rate, employees are required to provide a current driver license and a second form of identification (ID) to ensure a smooth delivery of service when renting a vehicle. Acceptable second forms of ID can be an employee issued ID badge, a business card, a copy of a travel itinerary booked through CalTravelStore or Concur (the online reservation tool), or an authorization letter on Department letterhead. Reservations are required to be made in advance on Concur.

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.
- 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. If travel plans change, please cancel the reservation.

## **Insurance**

The State contract includes insurance and employees should not accept additional insurance. Employees using a noncontracted 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 noncontracted vendor.

In the event an at-fault accident occurs when renting a noncontract 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. More information on SAM Insurance and Surety Bonds is available at [SAM section 2400](#).

## **Receipts**

DCA policy requires the final rental car receipt be attached to the expense reimbursement claim (STD 262 or CalATERS), whether charged to the Department or paid by the employee. The receipt must indicate the amount charged and payment method. Pre-calculations or reservation agreements are not acceptable. (See [SAM section 8422.115](#); [https://www.dgsapps.dgs.ca.gov/documents/sam/SamPrint/new/sam\\_master/sam\\_master\\_file/chap8400/8422.115.pdf](https://www.dgsapps.dgs.ca.gov/documents/sam/SamPrint/new/sam_master/sam_master_file/chap8400/8422.115.pdf).)

## **Forms of Payment**

The contract requires use of the Corporate Rental Business Traveler Account (CRBTA). Use of cash or the traveler's personal credit card will not guarantee the State contract rate or the State's insurance coverage.

A [Short-Term Vehicle Justification Form](#), signed by the employee's supervisor will be required for the following “exceptions” for State departments to submit to the State Controller’s Office (SCO):

- Renting a vehicle larger than compact/intermediate size;
- Renting a vehicle from a noncontracted vendor;
- Needing physical or medical accommodations; and
- Refueling charges incurred at rental branches.

All employees are required to refuel the rental car vehicle. When refueling the rental car, the employee must submit a detailed gasoline receipt for reimbursement. Gasoline receipts must show the date of purchase, method of payment, and an expense breakdown: number of gallons, price per gallon, and extended total purchased amount. Prepaid fuel receipts are not acceptable for reimbursement.

The SCO approval form should be attached to the invoice and travel expense claim associated with the justification. State departments are no longer required to receive approval from the DGS Statewide Travel Program. The Short-Term Vehicle Justification Form is available on the DGS website.

Rates include unlimited mileage and are not subject to blackout dates. Contracted vehicle rates information is available on the [DCA Intranet, Travel Bulletin](#). Examples of vehicles are listed in parentheses shown on the list below. The Maximum Cap Rate (MCR) includes the base rate, all fees, all charges, in addition to airport fees, vehicle license fees and, State, city and county, or local surcharges that apply to the commercial car rental industry as a whole and identified by airport. Sales tax and refueling charges are not included in the contract rate.

**Short-Term Commercial Car Rental Cost Table**  
**Base Rate with \$300,000 Insurance for Short-Term Rentals**  
(Effective March 1, 2019 February 2020)

Vehicle Class Type	Daily	Weekly	Max Cap Daily
<b>Compact</b> (Nissan Versa, Toyota Yaris)	\$35.01	\$140.04	\$53.04
<b>Mid-Size/Intermediate</b> (Toyota Corolla, Nissan Sentra)	\$35.01	\$140.04	\$53.04
<b>Full-Size</b> (Chevy Impala, Nissan Altima)	\$37.13	\$148.53	\$56.23
<b>FWD/Sport Utility Vehicle</b> (Ford Escape, Jeep Liberty)	\$59.41	\$237.64	\$82.75



<b>Minivan</b> (Chrysler Town and Country, Dodge Grand Caravan)	\$59.41	\$237.64	\$82.75
<b>Pick-Up Trucks</b> (Chevy Silverado, Ford F150)	\$74.26	\$297.05	\$99.72
<b>Plug-In Hybrid Electric Vehicle/Zero Emission Vehicle</b> (Nissan Leaf, Chevy Volt)	\$44.56	\$178.23	\$65.78
<b>Hybrid Electric Vehicle</b>	\$44.56	\$178.23	\$65.78

Note: The State of New York is exempt from the Base Rate listed above. Such rates are subject to open market rates quoted at time of actual car rental.

### Private Vehicle Authorization and Use

The SAM 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 [SAM section 0753](#). An Authorization to Use Privately Owned Vehicles on State Business form ([STD 261](#)) should be completed and on file with the immediate supervisor. The [STD 261](#) form 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:

#### Mileage Reimbursement Rates for Privately Owned Vehicles

1/1/2015–12/31/2015	57.5 cents per mile
1/1/2016–12/31/2016	54.0 cents per mile
1/1/2017–12/31/2017	53.5 cents per mile
1/1/2018–12/31/2018	54.5 cents per mile
<b>1/1/2019 – current</b>	<b>58.0 cents per mile</b>

### **Alternate Worksite Mileage**

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

### **Airport Dropoff**

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 fewer, while the employee 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 pickup will be allowed, with justification and/or notation on the [TEC](#).

### **Motor Vehicle Accident Reporting**

All accidents involving a State-owned vehicle, or any vehicle being used on State business ([SAM section 0757](#)), 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 Vehicle Accident Report [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 [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 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 and/or unloading substantial luggage or multiple exam material, is allowable with written justification and receipt.

## **Uber and Lyft**

Per [CalHR PML2015-039](#), [Assembly Bill 229 \(Stats. 2015, ch. 770\)](#), effective January 1, 2016 through December 31, 2018, Uber and Lyft are acceptable State travel modes of transportation. An original detailed receipt is required to be attached to the claim for reimbursement. (See [PML 2015-039](#).)

Zipcars are not authorized for use as State travel transportation.

## **Parking and Tolls ([SAM section 0755](#))**

Parking and tolls in excess of \$10 require a receipt and may be paid for:

- Day parking when the trip is away from the headquarters office and residence.
- Overnight public parking when the traveler is on travel status.
- 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. For more information, visit the CalHR webpage for [Miscellaneous Programs](#) related to State Employees, Benefits, and Compensation Plus.

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 IRS section 132 and CalHR 599.936 criteria. (See CalHR webpage for [Miscellaneous Programs](#).)

## CHAPTER 4. BUSINESS EXPENSES AND RECEIPTS.

### Business Expenses

Business expenses are costs that are necessary for the completion of State business.

Examples:

- Phone calls more than \$1 or calls totaling more than \$5. The Department phone log can be used for logging calls when there is no official receipt provided (See “Justification for Reimbursement for Telephone Charges” in the Appendix).
- Approved training request for all courses provided by outside vendors/entities and in-State conferences and conventions. Reimbursement for training classes will be processed after completion of the training class.
- When physical examinations are required for pre-employment or as a condition of employment, the State will provide or pay for them. The applicant must pay for any services beyond the approved level for such services. For information on the current rate, see Employee Physical Exams, [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, for actual cost of the application or renewal fee.
- Each department, commission, board, or agency may reimburse an employee for up to the maximum allowed per BU Contract 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.
- State Bar Dues – [CalHR Rule 599.921](#)
  - Employee designation: Manager, supervisor, confidential, and excluded.
  - References: [2019 State Bar Membership Dues](#) memo dated December 19, 2018. Upon certification by the appointing power that the actual practice of law is required for the performance of duties of a specific

position, employees shall be reimbursed for up to \$383 of the State Bar membership fee of \$430 for the cost of annual membership fees and specialty fees of the State Bar Association.

- The State does not pay:
  - The \$5 contribution for the Legislative Activity option, line 21 of the State Bar coupon.
  - The \$40 contribution for the Legal Services Assistance option, line 23 of the State Bar coupon.
  - The \$2 contribution for the Elimination of Bias option, line 22 of the State Bar coupon.
  - Optional Donations for Access to Justice, California Bar Foundation, Conference for California Bar Associations, or California Supreme Court Historical Society; or
  - Penalties resulting from late payment of dues, unless the State is responsible for the late payment.

### **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 [TEC](#), the claimant is required to include original, itemized receipts for all State business expenses, unless specifically noted and accepted in another section of this 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 nonrelated 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 \$1 or more, except as noted in this chapter.

DCA policy is for all receipts to be attached to the [TEC](#), whether paid directly to the vendor or establishment by the State or paid by the employee. Examples are airline itineraries, final rental car expense receipts, etc.

## Receipts 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 when travel is within the State, and
- Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi shuttle or hotel bus fares, and parking fees of \$10 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 nonreceipted amount or the published expense, when lower than the nonreceipted amount.

## Odd-Size Receipts

If receipts are small, tape them to an 8 ½-inch x 11-inch 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 if 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 Controller's 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 that 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; and
- Relocation: Contact the DCA Travel Unit ([calaters@dca.ca.gov](mailto:calaters@dca.ca.gov)) for details when appropriate.

**Note:** Any nonreceipted 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, along with an example of the withholdings based on a \$66 reporting item. The actual total amount withheld from the \$66 item is \$24.60 for a represented employee. This amount would be deducted from the employee's next available pay warrant.

### Percentages of Taxes Withheld by Agency (includes example withholdings based on a \$66 reporting item)

Type of Tax (W-2s)	Withholding Rate	Monthly Value	Actual Withholding
Federal	22.0%	\$66	\$14.52
State	6.6%	\$66	\$4.36
* SSI	6.2 %	\$66	\$4.10
Medicare	1.45 %	\$66	\$0.96
** SDI	1.0%	\$66	\$0.66

\*Supplemental Security Income: Not applicable to Safety or Peace Officer Retirement.

\*\*State Disability Insurance: Applicable to Service Employees International Union (SEIU)-represented employees only. (See [Payroll Procedure Manual \(PPM\) Withholding Requirements section N171](#) for most recent rates.)

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, callback mileage, and meals on a one-day trip are captured at the time of the [TEC](#) audit, and reimbursement is made.
- Department-approved exemptions to the “50 miles travel status radius” rule and long-term assignments that exceed 30 consecutive days are captured at the time that paperwork is submitted for approval to the Executive Office and the reimbursement of the [TEC](#) is made.
- Reporting personal mileage and/or use of a State vehicle is the responsibility of the employee. The 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, [Personal Use of State-Provided Vehicle](#) to the DCA Accounting Office by the fifth day of the following month in which the personal use was incurred. Please 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 off-site 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 90 days are 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 Office’s Travel Unit ([calaters@dca.ca.gov](mailto:calaters@dca.ca.gov)) for details.
- Continuing Medical Education (CME) expense reimbursement is a taxable fringe benefit for part time, full time, and intermittent BU 16 represented employees. CME expense reimbursement has been considered a taxable fringe benefit by the IRS since the program was established by the CalHR and BU 16 representatives. This program does not meet the criteria to be non-taxable business expenses under Internal Revenue Code section 127. All reimbursements made under this program will be issued in advance as payroll checks near the beginning of each fiscal year.

## **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 [TECs](#).

### **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. (See [SAM section 0710](#).)

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 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.

OST 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 (go to [DCA home page](#), under Office of Administrative Services) or Accounting Office ([calaters@dca.ca.gov](mailto:calaters@dca.ca.gov)) 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. (See CalHR webpage for [Travel Reimbursements](#) for current reimbursement rates.)

There is no allowance for blanket substitution of funds or authority for out-of-country trips. Any expenses that exceed the individual trip authority or funds will be at the traveler's 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 uppercase 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 approval signatures and submit the claim to Accounting Office Travel Unit for payment.

## Chapter 7. Travel and Evidence Advances.

### Travel Advances

Short-term advances may be issued prior to the time travel is performed, to employees who must travel on State business. (See [SAM 8116](#).)

- Submit the travel advance request on CalATERS Global. In the event of non-access to CalATERS Global, please complete the [Request for Travel Advance \(AISD-008\)](#) form and send it to the DCA Accounting Office within 10 to 15 working days prior to the date of travel. Original signatures are required.
- Per the Governor's order, all departments are to keep outstanding travel advance balances (accounts receivables) to a minimum. Because of this order, DCA has limited travel advance amounts to lodging, meals, and airport parking that are fixed expenses to keep the outstanding receivables amount at a minimum. The employee will receive reimbursement for other expenses after the processing of their [TEC](#).
- If the trip is canceled, the advance must be returned immediately to the Accounting Office. If the travel advance check is cashed, a personal check or cashiers must be submitted as payment.
- For employees who are not required to travel on more than one trip per month, additional advances will not be issued for future travel unless the outstanding advances have been cleared. Departments may issue additional travel advances for employees who are required to travel on multiple trips within a month. Additional advances will not be allowed if the employee does not submit a [TEC](#) or return the excess advance amount within ten days of each trip.
- All advances must be cleared by submitting a [TEC](#) within 10 days after the date of travel. If the advance exceeds the expense claim, to clear the advance, the employee must submit a check with the claim, money order payable to DCA, or cash for the difference. If the claim exceeds the advance, the employee will receive the balance due to them by check within 10 to 15 working days.
- Add a notation regarding the advance information in section 11 or in the Note Section on CalATERS Global of the [TEC](#). (Example: March travel advance \$200.) Do not deduct the advance amount from your claim total; the auditor will make the adjustment when the claim is processed for payment.
- Any outstanding advances of more than 15 days may be deducted from your next month's pay warrant per [SAM 8116.1](#). 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 15 days must be reported as taxable income. (See [SAM 8116.3](#).) 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. Exception requests are granted by approval of the Chief Accounting Officer on a limited basis.

## Chapter 8. Filing Requirements.

### Claim Form and Correction Instructions

All Travel Expense Claims must be submitted on the CalATERS Global System. A [CalATERS Global Training Request](#) form should be completed and sent as an attachment to [CalATERS@dca.ca.gov](mailto:CalATERS@dca.ca.gov) to establish a CalATERS Global User ID and temporary password. There are two types of claims that can be submitted on the CalATERS Global System.

1. Regular TEC—Only one trip per claim should be entered on a Regular TEC. These claims consist of per diem, lodging, and mode of transportation cost to and from destinations. Expense reimbursements are determined by the date and time the trip started and/or ended. Therefore, this information must be entered for each trip. If a traveler traveled on more than one trip, each trip must be entered on a separate claim. The claim will be returned to the traveler or travel liaison for correction if more than one trip is entered on this type of claim.
2. Non-Travel Expense Claim—Consists of multiple days and months, up to a full fiscal year (July 1, 2018 through June 30, 2019). These claims consist of only parking, mileage, airfare, rental car, gas for rental car, business expenses, training, etc. This claim would not include meals, incidentals, or lodging. Please make sure when submitting this type of claim the amount is \$10 or more for budget and department cost efficiency.

The CalATERS Global TEC Transmittal should have the proper report name, index number, month and year of travel, original signature of the approver, dates, times, amounts, mode of transportation, purpose, normal work hours, etc. Original detailed receipts showing proof of payment and justifications, when necessary, are required documentation for the claim. The original CalATERS Global TEC and required receipts should be sent to the Accounts Payable, Travel Unit for processing.

In the event the employee is new to the Department and does not have a CalATERS Global User ID established, a [TEC](#) can be completed to submit their first request for reimbursement of State-related travel expenses. The original and one legible copy should be submitted to the Accounts Payable, Travel Unit for processing. Keep a third copy for your records with any non-required original receipts. All TEC forms should be completed in ink or typewritten. The original signature of the claimant and the approving officer are required to be completed in 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 auditable if submitted with numerous changes or if it is difficult to read.

### **When to Submit Travel Expense Claims**

TECs 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, filing can be deferred until the next month's travel or until June 30, whichever comes first. Several trips may be entered on one TEC. Only one Regular Trip at a time can be submitted on CalATERS Global. When more than one trip is being listed on the TEC, 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. Although it is acceptable to put several trips on one claim, the following expenses must be submitted on a separate TEC: 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 TEC or CalATERS Global claims must be completed and submitted, one for each month. However, they should be submitted together for audit purposes.

### **Required Information**

The TEC 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. The original TEC and required receipts should be sent to the Accounts Payable/Travel Unit for processing.

## **Chapter 9. Completing a Travel Expense Claim.**

### **Introduction**

The [TEC](#) requires various information, including employee information, trip information, reimbursement amounts, authorizations, and justifications be provided.

This chapter provides a step-by-step description of what is required to complete a [TEC](#).

### Employee Information

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

Field	Enter Into Field
<b>Claimant's Name</b>	First name, middle initial, last name
<b>Social Security Number or Employee Number*</b>	13-digit position number or write "on file"
<b>Department</b>	Department of Consumer Affairs
<b>Position</b>	Civil service classification (title)
<b>CB/ID Number</b>	Bargaining unit number for represented employees OR Confidential, exempt, board/committee member, volunteer, or other specific title
<b>Division or Bureau</b>	Board, committee, program, division, or unit name
<b>Index Number</b>	Index/PCA number (contact the DCA Accounting Office for assistance if you do not know your Index/PCA number)
<b>Residence Address* (including city, state, and ZIP code)</b>	Home address (do not use P.O. Box) <i>If confidential, contact the DCA Accounting Office for guidance.</i>
<b>Headquarters Address (city, state, and ZIP code)</b>	Complete headquarters (work) address
<b>Phone Number</b>	Office phone number (include area code)

\* Refers to the Privacy Statement provided on the reverse side of the form.

### Trip Information, Miscellaneous Information and Justifications, and Authorized Signatures

This section requests information regarding the when, where, and why the expenses occurred.

Field	Enter into Field																		
1	<b>Normal Work Hours:</b> Use the 24-hour clock																		
2	<b>Private Vehicle License Number:</b> Enter the license number of the private vehicle used on State business																		
3	<b>Mileage Rate Claimed:</b> Enter the rate claimed for private vehicle use																		
4	<b>Month/Year:</b> Month number (January = 1, December = 12) and four-digit																		
5	<b>Date:</b> Day of the month (one day per line) <b>Time:</b> Departure and return (using the 24-hour clock)																		
6	<b>Location Where Expenses Were Incurred:</b> (A brief statement describing the purpose may be entered immediately below the last entry for each trip.)																		
7	<b>Lodging:</b> Enter actual cost of lodging, plus tax (up to the maximum																		
8	<b>Meals:</b> Enter actual cost of meals (up to the maximum reimbursement)																		
9	<b>Incidentals:</b> Enter actual cost of incidentals (up to the maximum																		
10 (A)	<b>Transportation:</b> Enter the cost of transportation, if paid by employee																		
10 (B)	<b>Transportation:</b> Enter the method of transportation, using the following codes: <table border="1" data-bbox="503 856 1494 1192"> <thead> <tr> <th>Type</th><th>Code</th></tr> </thead> <tbody> <tr> <td>Railway</td><td>R</td></tr> <tr> <td>Bus, air porter, light rail, Bay Area Rapid Transit (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	Code	Railway	R	Bus, air porter, light rail, Bay Area Rapid Transit (BART)	B	Commercial airline	A	Privately owned vehicle (motorcycles not allowed)	PC	Private air	PA	State car	SC	Rental car	RC	Taxi	T
Type	Code																		
Railway	R																		
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Privately owned vehicle (motorcycles not allowed)	PC																		
Private air	PA																		
State car	SC																		
Rental car	RC																		
Taxi	T																		
10 (C)	<b>Transportation:</b> Enter carfare, bridge road tolls, or parking expenses																		
10 (D)	<b>Transportation:</b> Enter the number of miles driven with private and State vehicles, and then enter the amount due for private vehicles																		
11	<b>Business Expense:</b> Enter any other expenses necessary for completion of State business, with justification as required. <u>Note:</u> Expenses more than \$25 require Office of Administrative Services authorization. The DCA Accounting Office will obtain signatures.																		
12	<b>Total Expenses for Day:</b> Enter the total expenses for that day																		
13	<b>Subtotals:</b> Enter the total expenses for each column																		
14	<b>Purpose of Trip, Remarks, and Details:</b> Enter the justification and miscellaneous information, such as: 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 noncontract vendor Travel advances received																		



## Appendix

### Resource Materials

Subject	Issue Date	Ex	Num
Short-Term Lodging Reimbursement Rates—Maximum Rates for All Represented and Excluded Employees	10/20/2016		<a href="#">Short-Term Lodging Reimbursement Rates</a>
Approval of Excess Lodging Rates	12/19/2013		PML 2013-044  <a href="#">4.pdf</a>
FLSA Guidelines	04/16/2004		DCA DPM-PERS 02-06 <a href="http://inside.dca.ca.gov/documents/dpm_hr_02_06.pdf">http://inside.dca.ca.gov/documents/dpm_hr_02_06.pdf</a>
Travel and Relocation—Lodging Receipts	07/01/2014		<a href="http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx">www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx</a> CalHR PML 2013-022 <a href="http://www.calhr.ca.gov/travel-reimbursements/Library/2013026.pdf">www.calhr.ca.gov/travel-reimbursements/Library/2013026.pdf</a>
Vanpool Incentives	7/23/2019  09/27/2002		CalHR <a href="#">Commute Programs</a>  CalHR PML 2002-064 <a href="http://www.dot.ca.gov/hq/asc/travel/pdf/PML2002-064.pdf">http://www.dot.ca.gov/hq/asc/travel/pdf/PML2002-064.pdf</a>  CalHR PML 2002-021

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



## Useful Websites and Addresses

Useful Websites	Internet Addresses
<u>Department of General Services State Administrative Manual Forms</u>	<a href="http://www.dgs.ca.gov">www.dgs.ca.gov</a> <a href="http://sam.dgs.ca.gov/TOC/700.aspx">http://sam.dgs.ca.gov/TOC/700.aspx</a> <a href="http://www.dgs.ca.gov/osp/Forms.aspx">www.dgs.ca.gov/osp/Forms.aspx</a>
<u>California Department of Human Resources</u> Bargaining Unit Contracts Personnel Management Letters (PMLs)	<a href="https://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx">https://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx</a> <a href="http://www.calhr.ca.gov/Pages/home.aspx">www.calhr.ca.gov/Pages/home.aspx</a>
Travel Agency	<a href="http://Caltravelstore">Caltravelstore</a>

## List of Related Forms

The travel forms mentioned in this Travel Guide are available on the [Department of Consumer Affairs\(DCA\) Intranet](http://inside.dca.ca.gov/offices/accounting/travel.shtml) at <http://inside.dca.ca.gov/offices/accounting/travel.shtml> and in this Appendix.

Form	Number	<a href="http://inside.dca.ca.gov/offices/accounting/travel.shtml">DCA Intranet</a> and/or Internet Links
Authorization to Use Privately Owned Vehicles on State Business	STD 261	<a href="http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std261.pdf">www.documents.dgs.ca.gov/dgs/fmc/pdf/std261.pdf</a>
Cost Comparison Page	N/A	<a href="http://inside.dca.ca.gov/documents/cost_comparison.pdf">http://inside.dca.ca.gov/documents/cost_comparison.pdf</a>
Excess Lodging Rate Request/Approval	STD 255C	<a href="https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std255c.pdf">https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std255c.pdf</a>
Conference Attendance Request	N/A	<a href="http://inside.dca.ca.gov/documents/conf_attend.pdf">http://inside.dca.ca.gov/documents/conf_attend.pdf</a>
Hotel/Motel Transient Occupancy Tax Waiver	STD 236	<a href="http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std236.pdf">www.documents.dgs.ca.gov/dgs/fmc/pdf/std236.pdf</a>
Justification for Reimbursement for Postage Charges	AISD 12	<a href="http://inside.dca.ca.gov/documents/postal_charges.pdf">http://inside.dca.ca.gov/documents/postal_charges.pdf</a>
Justification for Reimbursement for Telephone Charges	AISD 11	<a href="http://inside.dca.ca.gov/documents/phone_charges.pdf">http://inside.dca.ca.gov/documents/phone_charges.pdf</a>
Request for Travel Advance	AISD 008	<a href="http://inside.dca.ca.gov/documents/travel_advance.pdf">http://inside.dca.ca.gov/documents/travel_advance.pdf</a>
Travel Advances and Travel Expenses Policy	SAM Ch. 8100	<a href="http://sam.dgs.ca.gov/TOC/8100.aspx">SAM Section 8116 Travel Advances and Travel Expenses</a>
Travel Expense Claim	STD 262a	<a href="http://inside.dca.ca.gov/documents/std262a.pdf">http://inside.dca.ca.gov/documents/std262a.pdf</a>

## **TRAVEL EXPENSE INFORMATION NEEDED WHEN FILING A CLAIM FOR REIMBURSEMENT OF TRAVEL EXPENSES**

The travel reimbursement program continues to be subject to IRS requirements.

If the provision does not require a receipt for a given item of expense, it is the traveler's responsibility to retain receipts and other records of the expense and have them available for audit.

The following receipts are required for every item of transportation and business expense incurred for conducting State business:

- **Airline Travel** – Airline itinerary issued for travel (must show exact amount paid for the trip).
- **Rental car** – Final rental car receipt from rental car agency (must show exact amount of charges incurred).
- **Shuttle** – If the cost of the shuttle is more than \$10.00 per continuous trip (e.g. roundtrip).
- **Taxi/Uber** – Final receipt for transportation used.
- **Train** – Itinerary issued for travel
- **Parking fees** – In excess of \$10.00 (if the cost is \$10.00 or less, no receipt is required).
- **Hotel:** - Must submit original receipt that reflects a zero balance.
- **Meals:** These are reimbursed at a flat rate for each 24 hours of travel (receipts are not required):
  - Breakfast: \$7.00 per day
  - Lunch: \$11.00 per day
  - Dinner: \$23.00 per day
- **Bridge tolls** – In excess of \$10.00 (if the cost is \$10.00 or less, no receipt is required).
- **Mileage** – Mileage will be paid at the amount of \$0.58 cents per mile, for use of personal car for state business (effective January 01, 2019):
  - Roundtrip to and from the airport from your business or residence address
  - To and from a meeting site (exact addresses must be given to substantiate the mileage paid)

Reimbursement will be claimed only for the actual and necessary expenses noted above. Regardless of the above exceptions, the approving officer may require additional certification and/or explanation to determine that an expense was actual and reasonably incurred.

All travel accommodations should be made through the Board administration staff to ensure proper receipts, itineraries and lowest costs are retained.

# BOARD OF REGISTERED NURSING TRAVEL EXPENSE INFORMATION SHEET

<b>1. NAME:</b>		<b>2. HOME ADDRESS:</b>	
<b>3. PHONE #:</b>		<b>5. PURPOSE:</b>	
<b>4. TRAVELED TO:</b>			
<b>6. DEPARTURE:</b>	Date	Time	<b>7. RETURN:</b>
<b>8. MEETING HELD:</b>		Date	Time
		_____ to _____	_____ to _____
<b>9. TRANSPORTATION USED:</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> <b>Private Car</b> _____  <div style="text-align: right; margin-right: 10px;">mileage</div> </div> <div> <input type="checkbox"/> <b>State Car</b> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> <b>Rental Car</b> </div> <div> <input type="checkbox"/> <b>Bus/Train*</b> _____  <div style="text-align: right; margin-right: 10px;">Amount</div> </div> <div> <input type="checkbox"/> <b>Air*</b> _____  <div style="text-align: right; margin-right: 10px;">Amount</div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> <b>Taxi/Shuttle/Uber</b> _____  <div style="text-align: right; margin-right: 10px;">Amount</div> </div> <div> <input type="checkbox"/> <b>Other (Explain)</b> _____         </div> </div>			
<b>10. LODGING &amp; OTHER EXPENSES:</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> <b>Hotel*</b> _____  <div style="text-align: right; margin-right: 10px;">Amount</div> </div> <div> <input type="checkbox"/> <b>Parking**</b> _____  <div style="text-align: right; margin-right: 10px;">Amount</div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> <b>Bridge Tolls</b> _____  <div style="text-align: right; margin-right: 10px;">Amount</div> </div> <div> <input type="checkbox"/> <b>Other</b> _____ <b>(Explain)</b> _____  <div style="text-align: right; margin-right: 10px;">Amount</div> </div> </div>			
<b>11. MEALS: Check Box for Each Meal Purchased (effective April 18, 2019)</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> <b>Breakfast</b> <span style="color: red;"><b>\$7.00</b></span> </div> <div> <input type="checkbox"/> <b>Lunch</b> <span style="color: red;"><b>\$11.00</b></span> </div> <div> <input type="checkbox"/> <b>Dinner</b> <span style="color: red;"><b>\$23.00</b></span> </div> <div> <input type="checkbox"/> <b>Incidentals</b> <span style="color: red;"><b>\$5.00</b></span> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ Date</div> <div></div> <div></div> <div></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> <b>Breakfast</b> <span style="color: red;"><b>\$7.00</b></span> </div> <div> <input type="checkbox"/> <b>Lunch</b> <span style="color: red;"><b>\$11.00</b></span> </div> <div> <input type="checkbox"/> <b>Dinner</b> <span style="color: red;"><b>\$23.00</b></span> </div> <div> <input type="checkbox"/> <b>Incidentals</b> <span style="color: red;"><b>\$5.00</b></span> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ Date</div> <div></div> <div></div> <div></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> <b>Breakfast</b> <span style="color: red;"><b>\$7.00</b></span> </div> <div> <input type="checkbox"/> <b>Lunch</b> <span style="color: red;"><b>\$11.00</b></span> </div> <div> <input type="checkbox"/> <b>Dinner</b> <span style="color: red;"><b>\$23.00</b></span> </div> <div> <input type="checkbox"/> <b>Incidentals</b> <span style="color: red;"><b>\$5.00</b></span> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ Date</div> <div></div> <div></div> <div></div> </div>			
<b>12. PRIVATE AUTOMOBILE LICENSE PLATE #</b> _____			

\* **RECEIPTS REQUIRED** (Includes rental car, train, and airline receipt even if purchased by the Board).

\*\* **RECEIPT REQUIRED FOR PARKING OVER \$10.00 (represented employees) & over \$10.00 for non-represented employees.**

\*\*\* **REQUIRED INFORMATION** - (Only meals purchased and amounts actually spent, up to the maximum allowed (Breakfast - \$7.00, Lunch - \$11.00, Dinner - \$23.00), will be reimbursed.

\*\*\*\* **CAR RENTAL REQUIREMENTS** – It is required to refuel the rental car prior to its return. To be reimbursed, a receipt reflecting the purchase of fuel must be submitted.

**NOTE:** Incidental allowance of up to \$5 may only be claimed for each 24-hour period of consecutive travel.

Complete one form for each trip and send to:  
**BOARD OF REGISTERED NURSING**  
**1747 NORTH MARKET BLVD., Suite 150 SACRAMENTO, CA 95834**

# ***Bagley-Keene Open Meeting Act***

*Guide to the Bagley-Keene Open  
Meeting Act*



*Bagley-Keene Open Meeting Act*



External Hyperlink

# ***DCA***

## ***Departmental Policies***

*Media Relations Policy*

*Guidelines for Access to  
Public Records*

*Incompatible Work Activities*



<b>TITLE</b>	<b>MEDIA RELATIONS POLICY</b>		
<b>POLICY OWNER</b>	Office of Public Affairs		
<b>POLICY NUMBER</b>	OPA 19-01	<b>SUPERSEDES</b>	OPA 06-01
<b>ISSUE DATE</b>	August 16, 2019	<b>EFFECTIVE</b>	IMMEDIATELY
<b>DISTRIBUTE TO</b>	ALL EMPLOYEES		
<b>ORIGINAL APPROVED BY</b>	*Original Signature on File  Chris Shultz, Chief Deputy Director Department of Consumer Affairs		
<b>NUMBER OF PAGES</b>	1 of 3	<b>ATTACHMENTS</b>	NONE

## POLICY

It is the policy of the Department of Consumer Affairs (DCA) that all media relations activities conducted on behalf of the Department will be coordinated through the Office of Public Affairs (OPA).

## APPLICABILITY

This policy applies to all employees, governmental officials, contractors, consultants, temporary staff of DCA, and any of its offices, divisions, bureaus, boards, programs, commissions, committees and other constituent agencies. DCA's boards, bureaus, committees, and commission are encouraged and requested to adhere to this policy. Within this policy, the terms "DCA" and "Department" apply to all of these entities.

## PURPOSE

This policy outlines the acceptable protocols for DCA's media relations activities.

These protocols are in place to:

- Ensure that media representatives receive accurate, authoritative, and timely responses to their requests;
- Protect DCA and its employees from potential liability that may result from unauthorized release of information to the media;
- Ensure that DCA and its constituent entities receive prompt assistance with their media relations needs; and
- Ensure a consistent process for all media relations activities.

## AUTHORITY

- State Leadership Accountability Act, Government Code section 13400 et. seq.
- Business and Professions Code sections 300 et seq.

## DEFINITIONS

**Media representatives** include print, wire service, broadcast reporters, technical crews, and freelance writers and/or people whose principal employment is to gather or report news for:

- Newspapers;
- News magazines;
- Trade or industry publications;
- Statewide, national, or international news services;
- Radio or television news or newsmagazine programs;
- Entertainment programs;
- Internet news services;
- Internet blog sites, and
- Other similar entities.

## PROVISIONS

### I. Responding to Media Inquiries

- a. DCA employees shall promptly refer all inquiries from representatives of the media to OPA.
- b. DCA employees shall obtain approval from the Deputy Director of Communications, or designee, before communicating to any media representative on behalf of the Department or its constituent entities.
- c. Employees of a board, committee, or commission shall obtain prior approval from their executive officer before communicating to any media representative on behalf of their board, committee, or commission.
- d. Employees shall not communicate to the media on behalf of themselves or others on state time, in state facilities, or during the normal course of their duties regarding personal matters.
- e. Employees shall not communicate to the media on behalf of themselves or others on state time, in state facilities, or during the normal course of their duties without prior approval from the Deputy Director of Communications, or designee regarding department-related business or issues.

### II. Initiating Media Contacts

- a. DCA employees shall obtain approval from the Deputy Director of Communications, or designee, before initiating any form of contact with media representatives to speak on

behalf of the Department regarding department-related business or issues through email, social media, or by phone.

- b. DCA employees who wish to contact the media on behalf of themselves or others shall not do so on state time, in state facilities, or during the normal course of their duties regarding personal matters.

### **III. Media Releases**

- a. OPA is responsible for the review and approval of media releases.
- b. Generally, OPA will prepare media releases on behalf of DCA's bureaus, boards, committees, or commission.
- c. Information to be contained in media releases should be submitted to OPA as far in advance as possible. In those instances where time is of the essence, OPA will expedite the review and approval of media releases.
- d. In some instances, OPA may not approve media releases announcing matters that are time-dated or no longer newsworthy.
- e. OPA will decide how and to whom media releases are to be distributed.

### **IV. Media Participation**

- a. In some instances, media representatives may be invited to news conferences or other events. Such events must have the prior approval of the Deputy Director of Communications, or designee.
- b. Generally, OPA is responsible for scheduling news conferences and other such events for DCA. It is important that employees work closely with OPA to ensure the success of such events.
- c. For instance, OPA can arrange for media interviews with appropriate staff, arrange for archive video, and develop and provide fact sheets, fliers, and other such collateral material. Creation and distribution of these materials will require the closest possible cooperation of staff.

## **VIOLATIONS**

Employees who violate this policy may be subject to appropriate disciplinary action up to and including dismissal. DCA will review alleged violations of this policy and take appropriate action.

## **REVISIONS**

If you have questions about this policy, contact OPA at (916) 574-8170. Questions about the status or maintenance of this policy should be directed to the Division of Programs & Policy Review at (916) 574-7402.



# Department of Consumer Affairs

## Policy & Procedures

<b>TITLE:</b> <b>GUIDELINES FOR ACCESS TO PUBLIC RECORDS</b>	<b>SUPERSEDES:</b> <b>LGL 02-01</b>	<b>POLICY #</b> <b>LGL 06-01</b>
<b>POLICY OWNER :</b> <b>LEGAL AFFAIRS DIVISION</b>	<b>EFFECTIVE:</b> <b>IMMEDIATELY</b>	<b>PAGE:</b> <b>1 of 1</b> <b>ATTACHMENT(S):</b> <b>1 of 4</b>
<b>DISTRIBUTE TO:</b> <b>ALL DCA EMPLOYEES</b>	<b>ORIGINAL APPROVED BY:</b>  <b>CHARLENE ZETTEL, Director</b> <b>Department of Consumer Affairs</b>	
<b>ISSUE DATE:</b> <b>APRIL 24, 2006</b>		

### Policy

Every state agency is required under the Public Records Act (PRA) to establish written guidelines for the public to obtain access to public records. The attached guidelines comply with that requirement and the requirements under the PRA aid the member of the public in making a focused request by assisting in identifying the records and information that may be responsive to the request. A copy of the guidelines shall be posted in a conspicuous public place in your offices and shall be provided to any person, upon request, free of charge.

### Applicability

This policy applies to all governmental officials and employees of DCA and any of its divisions, bureaus, boards, and other constituent agencies. Within this policy, the generic acronym "DCA" applies to all of these entities.

### Purpose

The purpose of this policy is to establish Guidelines for Access to Public Records.

### Authority

Government Code section 6253.4; Business and Professions Code sections 110 and 161

### Revision

Determination of the need for revisions to this policy is the responsibility of the Legal Affairs Division of the DCA. Specific questions regarding the status or maintenance of this policy should be directed to the Policy & Publications Development (PPD) Office at (916) 574-7370. Questions about specific issues should be directed to the Legal Affairs Division at (916) 574-8220.

### Attachments

Department of Consumer Affairs Public Records Act (PRA) Guidelines

**Department of Consumer Affairs  
Public Records Act (PRA) Guidelines  
(Government Code Section 6253.4)**

The California Legislature has declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state. The California Public Records Act, Government Code section 6250 *et seq.*, requires that public records be available to the public upon request. The Department of Consumer Affairs has established the following guidelines to ensure that members of the public fully understand and are afforded the opportunity to exercise their right to inspect and obtain copies of public records.

Public records in the physical custody of the Department of Consumer Affairs or any of its constituent licensing agencies that are not exempt from disclosure will be made available for inspection or copying as follows:

1. Any person may review public records of the department or its constituent agencies (licensing boards) during weekdays and hours that these offices are regularly open for business. Public records will be available for inspection only at the office or location where they are regularly and routinely maintained. The operational functions of the department or its agencies will not be suspended to permit inspection of records during periods in which such records are reasonably required by personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records.
2. Requests for inspection or copying of public records:
  - (a) may be made orally or in writing (including email);
  - (b) if made orally, the requestor should be encouraged to place the request in writing or staff should confirm the request in writing through an intake form or by confirming letter;
  - (c) should be addressed to, or directed to, the specific bureau, program or constituent agency within the department (this includes the licensing boards) that the requestor believes has physical custody of the records being sought.
3. Where a request is not specific and focused, unless the department and its constituent agencies make available an index of its records, staff to assist the requester in making a focused and effective request that reasonably describes an identifiable record or records to the extent it is reasonable under the circumstances:
  - (a) Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated.

- (b) Describe the information technology and physical location in which the records exist.
  - (c) Provide suggestions for overcoming any practical basis for denying access to the records or information sought.
4. The requestor will be notified in ten (10) days whether the agency has disclosable public records. If the agency determines that it has disclosable records, the agency shall provide the requestor with an estimated date and time when the records will be made available. Where unusual circumstances exist as specified in Government Code section 6253(c), the agency may, by written notice to the requestor, extend the time for response not to exceed fourteen (14) additional days.
  5. If a request is made for a record that is stored in an electronic format, the department and its constituent licensing agencies will comply with the request in accordance with Government Code section 6253.9:
    - The department and its constituent agencies shall make the information available in any electronic format in which it holds the information.
    - The department and its constituent agencies shall provide a copy of an electronic record in the format requested if the requested format is one that has been used by the department or its constituent agencies to create copies for its own use or for provision to other agencies. The cost of duplication shall be limited to the direct cost of producing a copy of a record in an electronic format.
    - The requestor shall bear the cost of producing a copy of the record, including the cost to construct a record from existing data, and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies:
      - (a) The department or one of its constituent agencies would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals.
      - (b) Satisfying the request would require data compilation, extraction, or programming to produce the record.
  6. The department and its constituent agencies may refuse to disclose any records that are exempt from disclosure under the Public Records Act.
  7. Functions of the department or its constituent licensing agencies will not be suspended to permit, and public records will not be made available for, inspection during periods in which such records are reasonably required by department personnel in the performance of their duties. Special arrangements shall be made in advance for the inspection or copying of voluminous records.

8. Public records in the possession of the department and its constituent agencies may be inspected only in the presence of departmental personnel, except in those cases where the director or his or her designee (in the case of departmental records), or the executive officer or his or her designee (in the case of records in the custody of a licensing agency), determines otherwise. Physical inspection of such records will be permitted at places within the departmental offices or offices of the licensing agency as determined by the director or the executive officer, respectively.
9. The department and its constituent agencies will provide copies of any requested public records not exempt from disclosure upon payment of the following fees authorized by Business and Professions Code section 161:
  - Requested public records will be produced at a charge of ten (10) cents per page plus the actual costs of the staff time for retrieving and duplicating the document(s) and postage (if necessary). The cost of staff time will be computed in accordance with the guidelines contained in Section 8740 of the State Administrative Manual. However, these fees may be waived if the costs of retrieval and duplication are less than the cost of processing the payment.
  - Requests by an individual for copies of records pertaining to that individual (e.g., licensee files, personnel files, etc.) will be provided to that individual at a cost of ten (10) cents per page. In these cases, the cost of staff time for retrieving and duplicating the document(s) shall not be charged (Civil Code § 1798.33). However, these fees may be waived if the costs of duplication are less than the cost of processing the payment.
  - Lists of licensees will be provided in electronic, paper, or mailing label form at a charge sufficient to recover the estimated costs of providing the data. Further information and a list of charges may be obtained by contacting the Office of Information Services at (916) 574-8004.
  - As provided in Business and Professions Code section 163, a charge of \$2.00 will be made to certify any document. This fee is in addition to copying costs.
10. A person who inspects records of the department or its licensing agencies shall not destroy, mutilate, deface, alter or remove any such record or records from the location designated for inspection, but shall physically return these in the same condition as when received, upon either the completion of the inspection or upon verbal request of departmental or agency personnel.
11. In the event that any portion of these guidelines may be deemed at any time to conflict with any law or regulation, the law or regulation shall prevail.
12. A copy of these guidelines shall be posted in a conspicuous public place in the offices of the department, and the offices of each of the constituent licensing agencies of the department. A copy of these guidelines shall be made available free of charge to any person requesting them.

13. Constituent licensing agencies of the department may, by written addendum to these guidelines approved by the executive officer or bureau, division or program chief, specify the procedures by which requests for public records shall be processed and the manner, if any, by which a record of such request shall be maintained by the agency.

APPROVED:

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CHARLENE ZETTEL, Director  
Department of Consumer Affairs

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Date

## DEPARTMENTAL POLICY



<b>TITLE</b>	<b>INCOMPATIBLE WORK ACTIVITIES</b>		
<b>POLICY OWNER</b>	OFFICE OF HUMAN RESOURCES		
<b>POLICY NUMBER</b>	OHR 14-01	<b>SUPERSEDES</b>	OHR 10-01
<b>ISSUE DATE</b>	NOVEMBER 24, 2014	<b>EFFECTIVE</b>	IMMEDIATELY
<b>DISTRIBUTE TO</b>	ALL EMPLOYEES		
<b>ORIGINAL APPROVED BY</b>	<b>Original signature on file</b>  Awet P. Kidane Director		
<b>NUMBER OF PAGES</b>	1 of 10	<b>ATTACHMENT</b>	ATTACHMENT A

### POLICY

It is the policy of the Department of Consumer Affairs (“DCA” and “Department”) that all policy directives and all laws, rules, and regulations concerning incompatible work activities are promoted and adhered to by its employees, governmental officials, and temporary staff.

### APPLICABILITY

This policy applies to all employees, governmental officials, Board members and Bureau Advisory Committee members, and temporary staff of DCA, and any of its offices, divisions, bureaus, boards, programs, commissions, committees, and other constituent agencies. Within this policy, the terms “DCA” and “Department” apply to all of these entities.

### PURPOSE

The purpose of this policy is to outline the State laws set forth in the standards of conduct with which State civil service officers and employees, and appointees and employees exempt from civil service are expected to comply. All employees of the DCA have a responsibility to their employer, their fellow employees, and the people of California to conduct themselves in an ethical manner so as not to bring discredit to themselves or the State and the Department.

## AUTHORITY

- CA Government Code section 11475.10
- CA Government Code section 19990 et seq.
- CA Penal Code Section 502
- Executive Order B-66-2, "Standards of Ethical Conduct"
- Political Reform Act (CA Government Code section 81000 et seq.)
- Title II of the California Code of Regulations (CCR) section 599.859

## PROVISIONS

Pursuant to Government Code section 19990 and Executive Order B-66-2, there is a code of ethical standards, which is applicable to State employees and gubernatorial appointees/exempt employees. This code of ethical standards is to be followed in addition to all other statutes, executive orders, or rules (i.e. the Fair Political Practices Act) which might affect questions of conflict of interest, incompatibility, or ethics relating to gubernatorial appointees/exempt employees.

Applicable portions of the Executive Order are stated below. Exempt employees are requested to carefully read these sections and to comply with both their letter and spirit:

### Standards of Ethical Conduct for Exempt Appointees

#### "Standards of Ethical Conduct"

"No employment, activity, or enterprise shall be engaged in by any officer or employee of the Executive Department of the State which might result in, or create the appearance of resulting in any of the following:

- (1) **Using the prestige or influence of a State office or employment** for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
- (2) **Using State time, facilities, equipment, or supplies** for the officer's or employee's private gain or advantage, or the private gains or advantage of another.
- (3) **Using confidential information** acquired by virtue of State employment for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
- (4) **Receiving or accepting money or any other consideration** from anyone other than the State for the performance of an act which the officer or employee would be required or expected to render in the regular course or hours of his [or her] State employment or as a part of his [or her] duties as a State officer or employee.
- (5) **Performance of an act in other than his [or her] capacity as a State officer or employee** knowing that such an act may later be subject, directly or indirectly, to the

control, inspection, review, audit or enforcement by such officer or employee or the agency by which he or she is employed. [This would not preclude an "industry" member of a board or commission from performing the normal functions of his or her occupation.]

- (6) **Receiving or accepting, directly or indirectly, any gift**, including money, any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value from anyone who is doing or is seeking to do business of any kind with the State or whose activities are regulated or controlled in any way by the State, under circumstances from which it reasonably could be inferred that the gift was intended to influence him or her in his or her official duties or was intended as a reward for any official action on his or her part." (Emphasis added.)

### **Responsibility of All Employees, Both Exempt and Civil Service**

Employees of the DCA have a responsibility to their employer, their fellow employees, and the people of California to conduct themselves in an ethical manner so as not to bring discredit to themselves or the State and the Department.

This policy must be followed by each employee of the DCA in order to avoid activities which are clearly inconsistent, incompatible, or in conflict with his or her official duties. Employees must review this policy with consideration toward their particular job duties and responsibilities.

This policy specifically relates to incompatible activities and does not include all provisions of law or regulations with which employees must comply.

If an employee is uncertain as to whether certain activity, employment, or enterprise is in violation of this policy, the employee should immediately consult with his or her supervisor who will indicate in writing whether the activity, employment, or enterprise is prohibited.

To protect the integrity of the California State Civil Service, State law sets forth standards of conduct with which State civil service officers and employees are expected to comply. Section 19990 of the Government Code requires that:

**“A state officer or employee shall not engage in any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to his or her duties as a state officer or employee.”**

Each appointing power shall determine, subject to approval of the California Department of Human Resources (CalHR), those activities which, for employees under its jurisdiction, are inconsistent, incompatible, or in conflict with their duties as State officers or employees. Activities and enterprises deemed to fall in these categories shall include, but not be limited to, all of the following:

### **Using Prestige or Influence**

- (a) Using the prestige or influence of the State or the appointing authority for the officer's or employee's private gain or advantage or the private gain of another.



*Examples of such activities include:*

1. *Soliciting business from persons licensed by the employee's employer (DCA entity) under the guise that the licensee may receive special benefits from the employee's agency.*
2. *Soliciting money from a licensee or from other departmental employees for the employee's private gain.*
3. *Providing or using the names and/or addresses of licensees, vendors, or other entities subject to regulation by DCA for mailing lists or solicitation unless authorized to do so as part of the employee's duties.*
4. *Using the badge, uniform, or identification card of a State position for private gain or advantage.*

### **Use of State Time, Facilities, etc.**

- (b) Using State time, facilities, equipment, or supplies for private gain or advantage.

*Examples of such activities include:*

1. *Using State vehicles or credit cards for personal gain or for personal transactions.*
2. *Using State letterhead stationery for private correspondence.*
3. *Using State office supplies, State postage stamping facilities, State copy machines, or computer equipment and software for home or personal business.*
4. *Selling products such as cosmetics, jewelry, stationery, plastics, etc., at times other than regularly scheduled breaks and lunch periods, or to other employees when they are not on such breaks.*

### **Using Confidential Information**

- (c) Using, or having access to, confidential information available due to State employment for private gain or advantage or providing confidential information to persons to whom issuance of said information has not been authorized may be inconsistent, incompatible or in conflict with a State employee's or officer's duties.

*Examples of such activities include:*

1. *Disclosing confidential investigative reports or confidential examination materials or information.*
2. *Providing or using, unless authorized to do so by the Department or by someone to whom that responsibility has been delegated, licensee social security numbers, birth dates, gender, and/or complaint activity reports.*

3. *Requesting, acquiring, examining, or disseminating confidential or employee personnel records or personal information maintained by the Department unless authorized in the assignment of related duties.*
4. *Willfully misusing, misplacing, or destroying confidential information, including but not limited to, the disclosure of passwords or permitting access to computer information systems, programs, or other data to unauthorized personnel.*

### **Accepting Money or Other Consideration**

- (d) Receiving or accepting money, or any other consideration, from anyone other than the State for the performance of his or her duties as a State employee.

*Examples of such activities include:*

1. *Requesting or accepting money, or other consideration, from applicants or licensees for the priority processing of license applications.*
2. *Charging a fee for helping an applicant complete documents for licensure.*

### **Performance of an Activity**

- (e) Performance of an activity, in other than his or her capacity as a State employee, which is subject directly or indirectly, to the control, inspection, review, audit, or enforcement by the employee.

Each DCA entity should evaluate its own mission and job classifications to determine what activities are covered by this category. Specific applications may vary by the DCA entity. The following examples are provided for guideline purposes only:

1. *Engaging in a personal medical practice or activity which is regulated by the employee's licensing board, when the employee's duties are to review, inspect, audit, or enforce the regulated activity.*
2. *Engaging in a nursing practice or activity which is regulated by the employee's licensing board, when the employee's duties are to review, inspect, audit, or enforce the regulated activity.*
3. *Engaging in a construction business or activity which is regulated by the employee's licensing board, when the employee's duties are to review, inspect, audit, or enforce the regulated activity.*
4. *Engaging in an automobile related business or activity which is regulated by the employee's bureau, when the employee's duties are to review, inspect, audit, or enforce the regulated activity.*

5. *Engaging in a private legal practice where the employee represents clients in any matter or venture subject to the regulation of an agency in DCA, or represents any licensee in any enforcement matter before a DCA entity.*

### **Exception to this Provision**

Each DCA entity may determine that it is in the interests of the agency to allow specified employees to engage in activities which would otherwise be prohibited under the above guidelines. Examples may include allowing employees holding professional or vocational licenses to engage in the licensed business or profession in order to maintain current skills.

Any DCA entity deciding to allow such employment or activities shall develop criteria to evaluate whether requests to engage in such employment or activities will be approved. The criteria must include, but need not be limited to: the time-base of the employee, the benefit to the organization of the employment or activity, a policy to avoid an actual conflict of interest or the appearance of a conflict of interest, and periodic review of the employment or activity.

Any employee currently engaged in, or desiring to engage in, such employment or activities shall submit a written request to his or her supervisor, describing the type and scope of outside employment or activity. The supervisor shall review the request and make a recommendation to approve or disapprove the request, based on the criteria developed by the DCA entity. The request and recommendation shall be submitted through the supervisory chain to the Program Manager, Division Chief, Bureau Chief, Executive Officer, Executive Director, Registrar, Commissioner, or designee who will make the determination. The approving officer may review the matter with the DCA Legal Office and request legal review and a legal opinion regarding the proposed activity. The decision of the approving officer shall be in writing with reasons set forth for the decision.

If an exception request is denied, represented employees may request further review in accordance with the terms of the employee's Memorandum of Understanding.

### **Gratuities, Gifts, and Other Things of Value**

- (f) Receiving or accepting, directly or indirectly, any gift, including money, or any service, gratuity, favor, entertainment, hospitality, loan, or other thing of value from anyone who is doing or seeking to do business of any kind with the employee's appointing authority, or whose activities are regulated or controlled by the appointing authority under circumstances from which it could reasonably be substantiated that the gift was intended to influence the employee in his or her official duties, or was intended as a reward for any official action performed by the employee.

Although this section does not preclude acceptance of gifts, it clearly establishes that if the intent of the giver is to influence future, or reward past, official actions, the gift cannot be accepted.

Since determining intent may be difficult, the following guidelines are provided:

1. *Does the value of the gift, in itself, suggest an intent other than routine hospitality or gratuity? It may be useful to apply the Fair Political Practices laws as a general guide. These laws require that certain employees (**only those who meet specific "Designated Employee" criteria**) shall not receive gifts that exceed \$460 during any twelve-month period from any one source; establish a financial interest between the source and the recipient; and must report gifts worth \$50 or more. Thus, it follows that gifts approaching these value limits could raise questions under Government Code Section 19990. In addition, gifts considerably below these limits can also be inappropriate if they raise concern under any of the following standards:*
  - a. *Do the circumstances surrounding the gift suggest an improper intent? For example, a gift given on the eve of an important decision involving the donor is of much greater concern than a routine holiday gift or an invitation to an annual reception. Gifts directly or indirectly identified as a reward for specific past decisions or actions usually raise questions of improper relationships.*
  - b. *Is the gift characteristic of the gratuities, hospitalities, or other items typically received from organizations and/or individuals, similar to the donor? The key here is to not accept a gift from one party, which could be viewed as an attempt to gain an advantage over others who have a similar relationship with the recipient.*
  - c. *How strongly does the form of the gift suggest that it is a routine part of an on-going business relationship as opposed to something more? For example, occasional business lunches or the receipt of mementos bearing the name or insignia of the donor raise fewer questions than gifts of cash, merchandise, extraneous travel or entertainment that have value beyond the business relationship.*

With consideration to the above-noted guidelines and rules set forth by the Fair Political Practices Commission, the best practice for addressing gifts (i.e. food, beverages, goods, etc.) is to always report them upon receipt to supervisors, regardless of the value of the gift. The supervisor will confer with Legal Affairs in making a determination to accept or return the gift.

DCA employees should not accept gifts for performing their expected scope of duties, as it creates the perception that employees can be influenced by gifts and gratuities, especially if the giver is a licensee or someone who will benefit from our services. A gift offered to one individual should not be accepted. If a gift is presented to an office, and it is determined to be acceptable, the gift may be shared with all employees within the office.

### **Not Devoting Full Time Efforts to State Office or Employment**

- (g) Subject to any other laws, rules, or regulations as pertained thereto, not devoting his or her full time, attention, and efforts to his or her State office or employment during his or her hours of duty as a State employee.

*An example of such activity would be conducting private or personal business during an employee's regular hours of duty.*

### **Other Acts that May Be Incompatible**

The aforementioned limitations do not attempt to specify every possible limitation on employee activity that might be determined and prescribed under the authority of Section 19990 of the Government Code. If later experience shows a need for additions to, deletions from, or clarification of the aforementioned limitations, the DCA will request the approval of CalHR in making changes it determines necessary. Upon such approval, the listing will be amended. Nothing in this statement or listing should be construed by any employee as the sole provisions of law and administrative rules, which should be observed by each State employee of this Department.

### **Procedures for Determining Incompatible Work Activity**

This procedure applies to all requests to engage in outside employment or activity other than a request for an exemption from the prohibitions contained in Government Code Section 19990(e). To determine whether an activity is an Incompatible Work Activity, the following procedures shall be performed:

- Any DCA employee who is engaging, or intends to engage, in outside employment or an activity or enterprise which may be in conflict with the provisions of this policy shall submit a written request for review of the matter to his or her immediate supervisor.

The written request from the employee shall include the following information:

1. The name of the employee.
  2. The name of the DCA entity, i.e., the office, board, bureau, committee, commission, division, or program under which the person is employed.
  3. The classification of the employee.
  4. The collective bargaining unit representing the employee, if applicable.
  5. The employee's duty statement, along with a statement describing the extent to which the employee's duties pertain to any confidential information that would come under his or her direct review.
  6. A detailed description of the specific activity in which the employee intends to engage.
- The immediate supervisor shall review the request and discuss it with the head of the DCA entity, as applicable.
  - The head of the DCA entity may review the matter with the DCA's Legal Office and request a legal opinion on whether the proposed activity is prohibited by the DCA's Incompatible Work Activity Policy.
  - If the activity is determined to be compatible with the employee's duties or position, the employee's supervisor will approve the employee's request, and

the employee may continue to, or proceed to, engage in the activity or business.

- If activity is determined to be incompatible with the employee's duties or position, the supervisor shall provide a written statement detailing the reason(s) for the denial to the employee.

Represented employees may appeal a denial in accordance with the terms of the employee's Memorandum of Understanding (MOU). Non-represented employees may appeal under CCR 599.859 to the DCA Director. In all cases, the DCA Director's decision shall be final.

## **Appeal Process**

If an employee is notified that he/she has violated any provision of this statement, or if an employee is notified that any outside employment in which the employee wishes to engage is in violation of any provision of this statement, the employee may file an appeal as follows:

1. The employee may appeal the determination to the Director/Chief Deputy Director within ten (10) working days after receipt of denial. The appeal should contain:
  - a. A copy of the original request for clarification;
  - b. The response prepared by the Deputy Director of the Administrative Services Division; and
  - c. A statement explaining why the employee believes the employment, activity, or enterprise in question is not incompatible, inconsistent, or in conflict with his/her assigned duties as a State employee.
2. Within fifteen (15) working days after receipt of the appeal, the Director/Chief Deputy Director or his/her designee will meet with the Deputy Director of the Administrative Services Division and the appropriate Division Chief to review the appeal and issue a final determination. The employee will be advised of the time and date of said meeting and will be given an opportunity to attend.

If the employee submits proof to the Director/Chief Deputy Director that the length of the appeal process would cause him/her to lose the opportunity to participate in the employment, activity, or enterprise in question, an accelerated appeal procedure may be used. Under this procedure, the employee is required to submit the appeal to the Director/Chief Deputy Director within five (5) working days of receipt of the determination from the Deputy Director of the Administrative Services Division. The Director/Chief Deputy Director or her/his designee shall respond with a final determination within fifteen (15) working days.

## **Service on Governmental Bodies**

Service on a local appointed or elected governmental board, bureau, commission, committee, program, or other body or as a local elected official by DCA attorney shall not, by itself, be deemed to be inconsistent, incompatible, in conflict with, or inimical to, the

duties of the attorney as a State employee and shall not result in the automatic vacation of either office.

Nothing in this section shall be construed to prohibit a DCA attorney from serving on any other appointed or elected governmental board, commission, committee, or other body, consistent with all applicable conflict-of-interest statutes and regulations and judicial canons of ethics.

## **RECOMMENDED IMPLEMENTATION**

This policy shall be distributed to all new employees in new employee packets or transfer packets for their review and acknowledgment.

In addition, the Department will emphasize this policy by distributing it on an annual basis to all employees to ensure everyone completes the “Incompatible Work Activities Acknowledgment” (Attachment A).

## **VIOLATIONS**

Failure to follow any of the provisions of this policy is cause for discipline, which may include termination of employment.

In addition, any tampering, interference, damage, or unauthorized access to computer data or computer systems may constitute a criminal violation of Penal Code section 502.

## **REVISIONS**

Determination of the need for revisions and/or the status or maintenance of this policy should be directed to the Division of Program & Policy Review at (916) 574-7970.

## **ATTACHMENTS**

### **A. Incompatible Work Activities Acknowledgement OHR 14-01**

## ACKNOWLEDGEMENT

### Incompatible Work Activities OHR 14-01

I hereby acknowledge receipt of the Department of Consumer Affairs (DCA)  
Incompatible Work Activities Policy OHR 14-01.

- \_\_\_\_ 1. I understand that I shall read the Policy and become familiar with its contents.
- \_\_\_\_ 2. I understand that I need to take all reasonable steps to comply with this policy.
- \_\_\_\_ 3. I understand that this completed Acknowledgement will become a permanent part of my Official Personnel File (OPF).
- \_\_\_\_ 4. I understand that my signature on this Acknowledgement does not modify my employment relationship with DCA as set forth in the most current Memorandum of Understanding (MOU) appropriate to my employee bargaining unit.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Board/Bureau/Committee/Commission/Program/Division/Office)


Original: Office of Human Resources (Official Personnel File)  
Copies: Employee, Supervisor



# ***Legislative Information***

*How a Bill Becomes Law*

*The Life Cycle of Legislation*

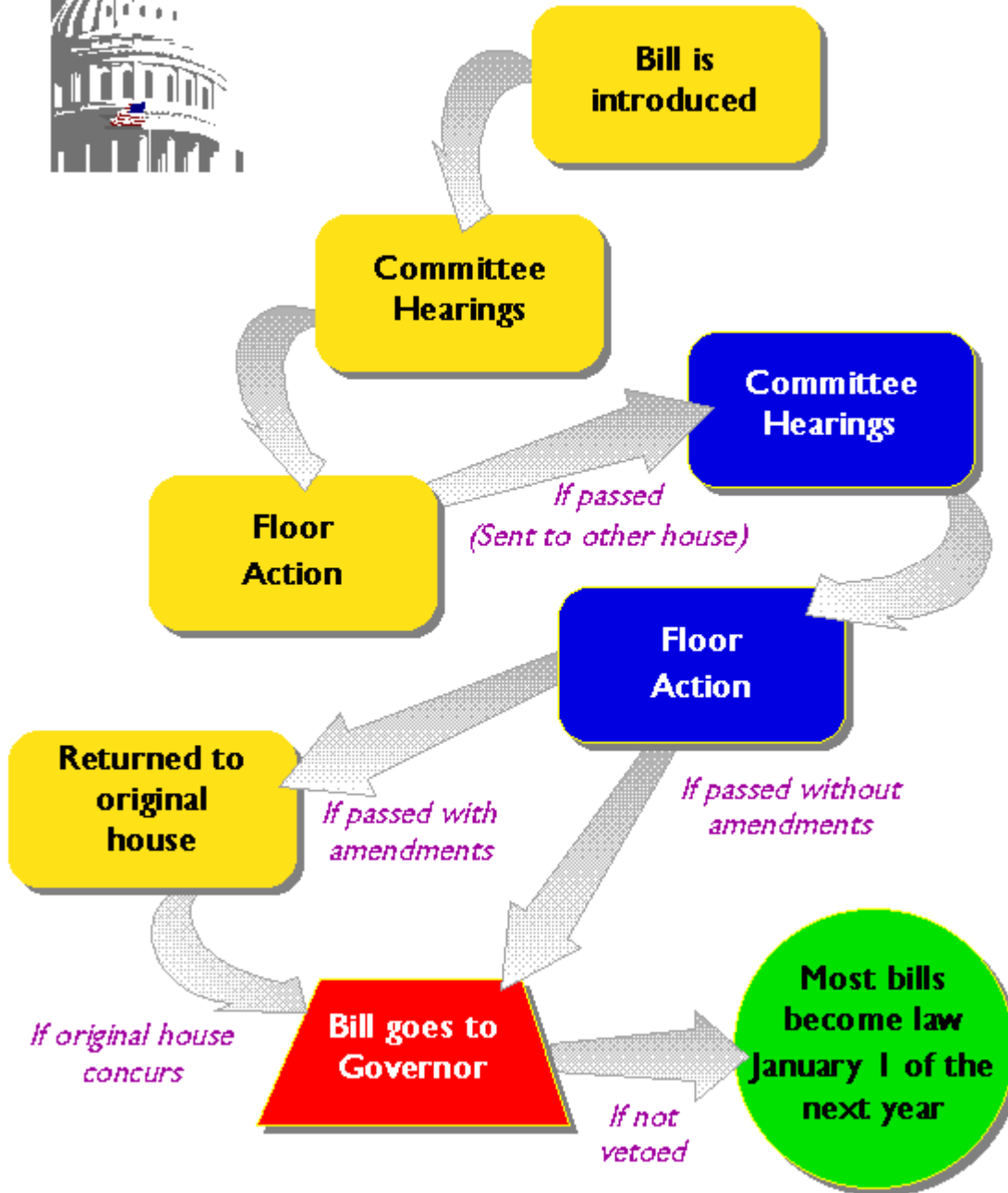
*A Guide for Accessing California  
Legislative Information on the Internet* 



External Hyperlink

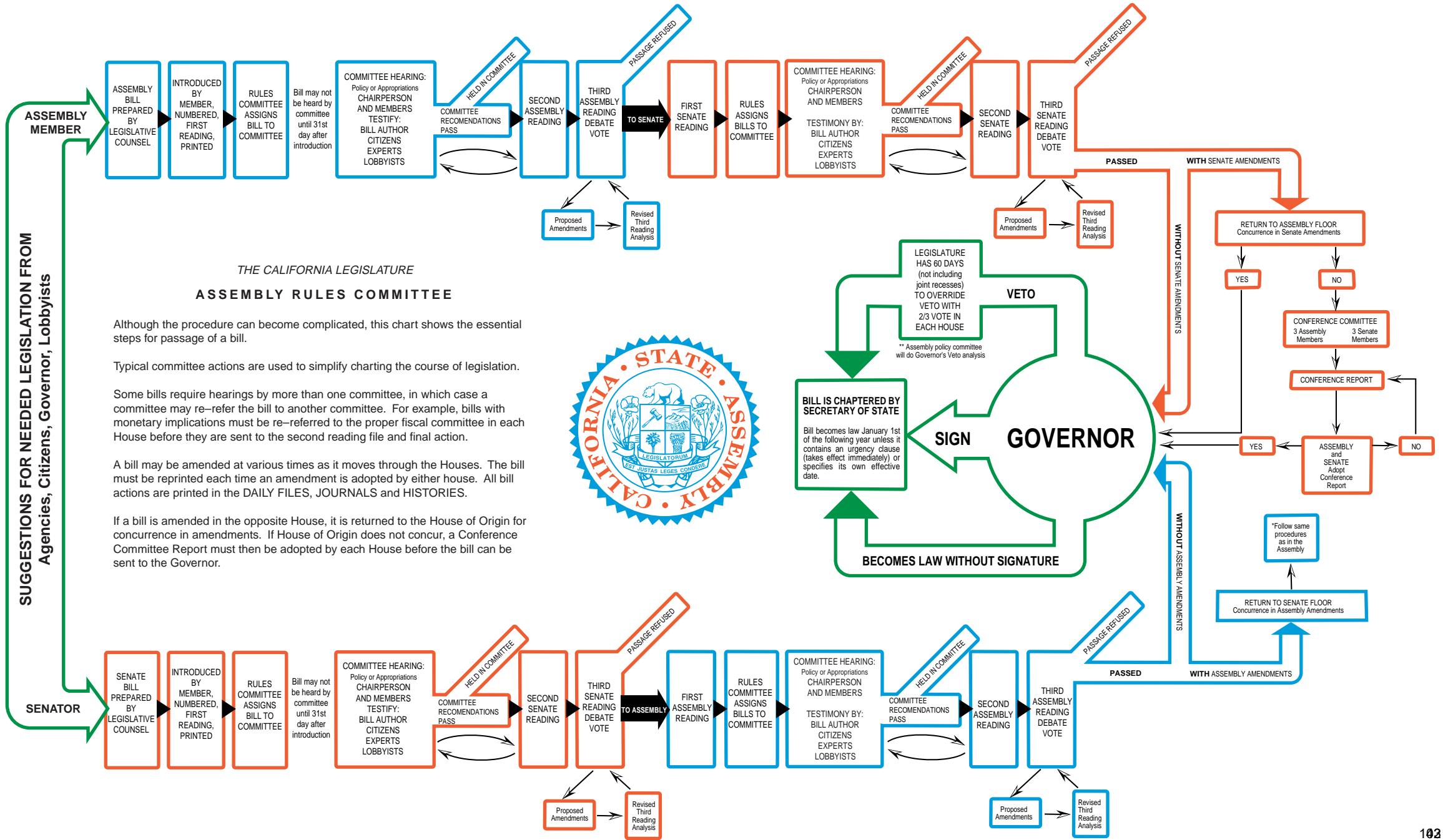


# How a Bill Becomes a Law



# THE LIFE CYCLE OF LEGISLATION

*From Idea into Law*



# ***Regulations/ Rulemaking***

*How to Participate in the  
Rulemaking Process*



External Hyperlink

# Miscellaneous

*What is NCSBN?*

*NCSBN Website*



External Hyperlink

# What is NCSBN?

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The California Board of Registered Nursing is a member of the National Council of State Boards of Nursing (NCSBN). NCSBN is the organization through which boards of nursing (registered and vocational) act and counsel on matters of common interest and concern affecting public health, safety and welfare. Sixty-one boards of nursing from all 50 United States, the District of Columbia, Guam, the Virgin Islands, Puerto Rico, American Samoa, and the Commonwealth of Northern Mariana Islands have membership with NCSBN.

Staff at NCSBN report to a Board of Directors which is comprised of representatives from and elected by the boards of nursing. The Board of Directors appoints committees, subcommittees, and task forces to work on the various nursing issues of interest to the boards. Members of the committees are comprised of representatives from the boards of nursing, which allows boards of nursing from around the country to have the opportunity to collaborate and work together on nursing issues of national concern.

The State of California benefits from pooling resources with the other state boards of nursing in a number of ways, including:

- **Examination.** Combined efforts result in a high-quality, computerized licensing examination which is used nationwide, thus facilitating reciprocity for a mobile profession.
- **Discipline Information.** A nationwide discipline reporting system permits states to promptly act on out-of-state disciplinary actions against nurses.
- **Consumer Protection Issues.** The combined resources of NCSBN provide a means to quickly and efficiently research emerging nursing issues and to provide recommendations so that each state does not need to “reinvent the wheel.” This includes federal and state legislative upgrades and insight into new nursing trends, such as telenursing.
- **Information Exchange.** Through the exchange of ideas, innovations, and emerging issues, state boards have formed an informational network to plan and anticipate problems and formulate solutions to consumer protection issues. The exchange occurs via electronic means, meetings, and written reports.

## Attachment B: Standing Committees to the Board

### *The Board of Registered Nursing*

Name	Role	Classification	Appointing Authority	Appointment Date	Term Expiration	DCA Email
Michael Jackson, MSN, RN, CEN	President	Nurse Educator Member	Governor	5/10/2012	6/1/2020	<a href="mailto:Michael.Jackson@dca.ca.gov">Michael.Jackson@dca.ca.gov</a>
Kenneth Malbrough	Vice President	Public Member	Senate Rules Committee	4/3/2019	6/1/2024	<a href="mailto:Ken.Malbrough@dca.ca.gov">Ken.Malbrough@dca.ca.gov</a>
Imelda Ceja-Butkiewicz	Member	Public Member	Governor	2/6/2014	6/1/2021	<a href="mailto:Imelda.Ceja-Butkiewicz@dca.ca.gov">Imelda.Ceja-Butkiewicz@dca.ca.gov</a>
Mary Fagan, PhD, RN, NEA-BC	Member	Nurse Services Administration	Governor	8/10/2020	6/1/2023	<a href="mailto:Mary.Fagan@dca.ca.gov">Mary.Fagan@dca.ca.gov</a>
Karen Skelton	Member	Public Member	Governor	1/21/2020	6/1/2021	<a href="mailto:Karen.E.Skelton@dca.ca.gov">Karen.E.Skelton@dca.ca.gov</a>
Dolores Trujillo, RN	Member	Direct Patient Care Member	Governor	1/21/2020	6/1/2022	<a href="mailto:Dolores.Trujillo@dca.ca.gov">Dolores.Trujillo@dca.ca.gov</a>
Elizabeth Woods, MSN, RN, FNP	Member	Advanced Practice Member	Governor	7/18/2018	6/1/2022	<a href="mailto:Elizabeth.Woods@dca.ca.gov">Elizabeth.Woods@dca.ca.gov</a>
Susan Naranjo	Member	Public Member	Assembly Speaker	11/16/2020	6/1/2024	<a href="mailto:Susan.Naranjo@dca.ca.gov">Susan.Naranjo@dca.ca.gov</a>

### ***Administrative Committee***

<b>Name</b>	<b>Role</b>	<b>Classification</b>	<b>Appointing Authority</b>	<b>Appointment Date</b>	<b>Term Expiration</b>	<b>DCA Email</b>
Michael Jackson, MSN, RN, CEN	President	Nurse Educator Member	Governor	5/10/2012	6/1/2020	<a href="mailto:Michael.Jackson@dca.ca.gov">Michael.Jackson@dca.ca.gov</a>
Kenneth Malbrough	Vice President	Public Member	Senate Rules Committee	4/3/2019	6/1/2024	<a href="mailto:Ken.Malbrough@dca.ca.gov">Ken.Malbrough@dca.ca.gov</a>

### ***Enforcement Intervention Committee***

<b>Name</b>	<b>Role</b>	<b>Classification</b>	<b>Appointing Authority</b>	<b>Appointment Date</b>	<b>Term Expiration</b>	<b>DCA Email</b>
Imelda Ceja-Butkiewicz	Chair	Public Member	Governor	2/6/2014	6/1/2021	<a href="mailto:Imelda.Ceja-Butkiewicz@dca.ca.gov">Imelda.Ceja-Butkiewicz@dca.ca.gov</a>
Mary Fagan, PhD, RN, NEA-BC	Member	Nurse Services Administration	Governor	8/10/2020	6/1/2023	<a href="mailto:Mary.Fagan@dca.ca.gov">Mary.Fagan@dca.ca.gov</a>
Elizabeth Woods, MSN, RN, FNP	Member	Advanced Practice Member	Governor	7/18/2018	6/1/2022	<a href="mailto:Elizabeth.Woods@dca.ca.gov">Elizabeth.Woods@dca.ca.gov</a>
Kenneth Malbrough	Member	Public Member	Senate Rules Committee	4/3/2019	6/1/2024	<a href="mailto:Ken.Malbrough@dca.ca.gov">Ken.Malbrough@dca.ca.gov</a>



### Education/Licensing Committee

Name	Role	Classification	Appointing Authority	Appointment Date	Term Expiration	DCA Email
Michael Jackson, MSN, RN, CEN	Chair	Nurse Educator Member	Governor	5/10/2012	6/1/2020	<a href="mailto:Michael.Jackson@dca.ca.gov">Michael.Jackson@dca.ca.gov</a>
Kenneth Malbrough	Member	Public Member	Senate Rules Committee	4/3/2019	6/1/2024	<a href="mailto:Ken.Malbrough@dca.ca.gov">Ken.Malbrough@dca.ca.gov</a>
Karen Skelton	Member	Public Member	Governor	1/21/2020	6/1/2021	<a href="mailto:Karen.E.Skelton@dca.ca.gov">Karen.E.Skelton@dca.ca.gov</a>

### Legislative Committee

Name	Role	Classification	Appointing Authority	Appointment Date	Term Expiration	DCA Email
Dolores Trujillo, RN	Chair	Direct Patient Care Member	Governor	1/21/2020	6/1/2022	<a href="mailto:Dolores.Trujillo@dca.ca.gov">Dolores.Trujillo@dca.ca.gov</a>
Michael Jackson, MSN, RN, CEN	Member	Nurse Educator Member	Governor	5/10/2012	6/1/2020	<a href="mailto:Michael.Jackson@dca.ca.gov">Michael.Jackson@dca.ca.gov</a>
Kenneth Malbrough	Member	Public Member	Senate Rules Committee	4/3/2019	6/1/2024	<a href="mailto:Ken.Malbrough@dca.ca.gov">Ken.Malbrough@dca.ca.gov</a>
Imelda Ceja-Butkiewicz	Member	Public Member	Governor	2/6/2014	6/1/2021	<a href="mailto:Imelda.Ceja-Butkiewicz@dca.ca.gov">Imelda.Ceja-Butkiewicz@dca.ca.gov</a>

### ***Nursing Practice Committee***

<b>Name</b>	<b>Role</b>	<b>Classification</b>	<b>Appointing Authority</b>	<b>Appointment Date</b>	<b>Term Expiration</b>	<b>DCA Email</b>
Elizabeth Woods, MSN, RN, FNP	Chair	Advanced Practice Member	Governor	7/18/2018	6/1/2022	<a href="mailto:Elizabeth.Woods@dca.ca.gov">Elizabeth.Woods@dca.ca.gov</a>
Michael Jackson, MSN, RN, CEN	Member	Nurse Educator Member	Governor	5/10/2012	6/1/2020	<a href="mailto:Michael.Jackson@dca.ca.gov">Michael.Jackson@dca.ca.gov</a>
Mary Fagan, PhD, RN, NEA-BC	Member	Nurse Services Administration	Governor	8/10/2020	6/1/2023	<a href="mailto:Mary.Fagan@dca.ca.gov">Mary.Fagan@dca.ca.gov</a>
Dolores Trujillo, RN	Member	Direct Patient Care Member	Governor	1/21/2020	6/1/2022	<a href="mailto:Dolores.Trujillo@dca.ca.gov">Dolores.Trujillo@dca.ca.gov</a>

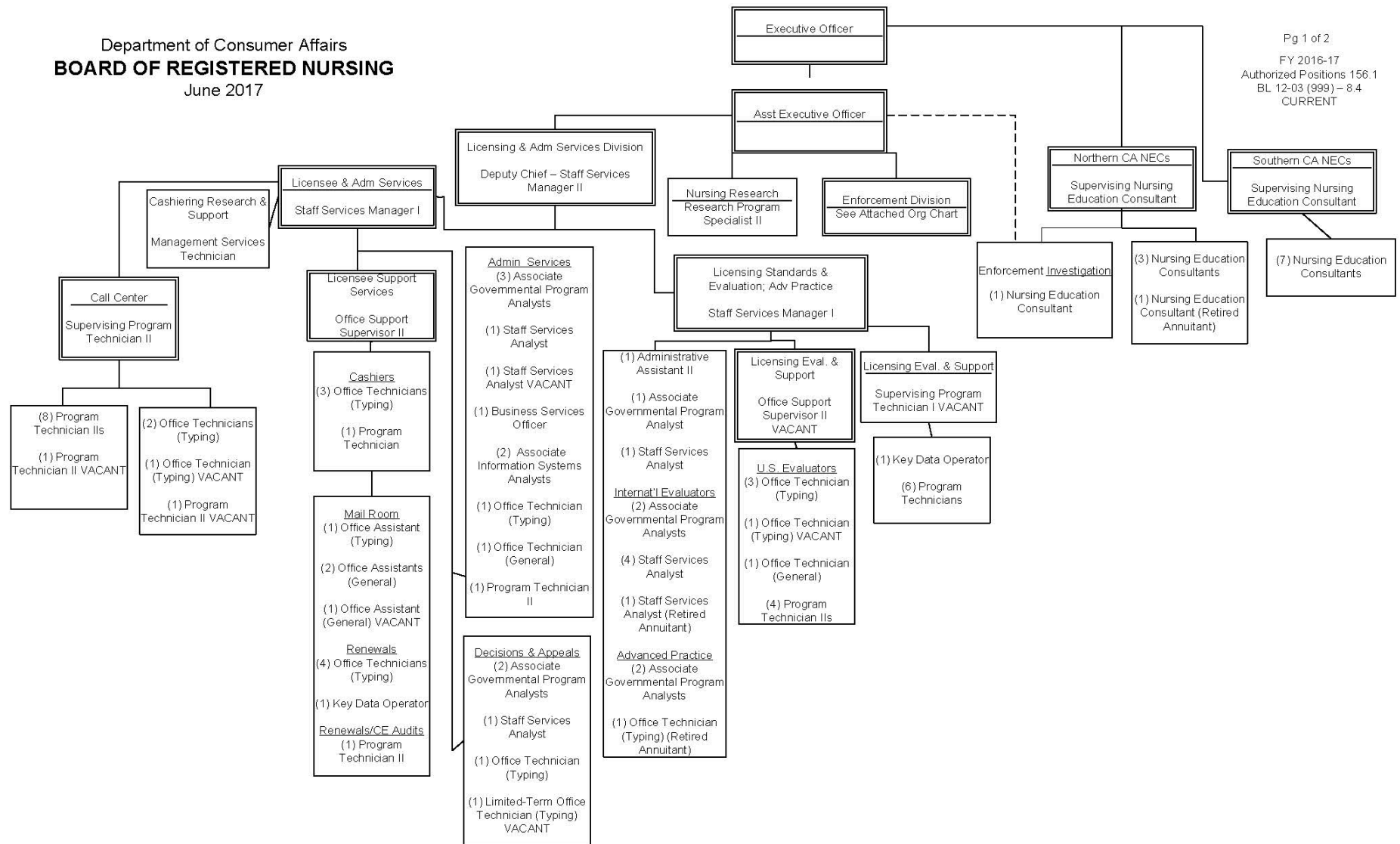
## Attachment C: Major Studies and Publications

Study Title	Website Link
2016 Survey of Registered Nurses	<a href="https://www.rn.ca.gov/pdfs/forms/survey2016.pdf">https://www.rn.ca.gov/pdfs/forms/survey2016.pdf</a>
Forecasts of the Registered Nurse Workforce in California 2017	<a href="https://www.rn.ca.gov/pdfs/forms/forecast2017.pdf">https://www.rn.ca.gov/pdfs/forms/forecast2017.pdf</a>
Forecasts of the Registered Nurse Workforce in California 2019	<a href="https://www.rn.ca.gov/pdfs/forms/forecast2019.pdf">https://www.rn.ca.gov/pdfs/forms/forecast2019.pdf</a>
2016-2017 Pre-Licensure Nursing Program Annual School Report: Data Summary and Historical Trend Analysis	<a href="https://www.rn.ca.gov/pdfs/education/schoolrpt16-17.pdf">https://www.rn.ca.gov/pdfs/education/schoolrpt16-17.pdf</a>
2016-2017 Post-Licensure Nursing Program Data Summary and Historical Trend Analysis	<a href="https://www.rn.ca.gov/pdfs/education/postlicensure1617.pdf">https://www.rn.ca.gov/pdfs/education/postlicensure1617.pdf</a>
2017-2018 Pre-Licensure Nursing Program Annual School Report: Data Summary and Historical Trend Analysis	<a href="https://www.rn.ca.gov/pdfs/education/schoolrpt17-18.pdf">https://www.rn.ca.gov/pdfs/education/schoolrpt17-18.pdf</a>
2018-2019 Pre-Licensure Nursing Program Annual School Report: Data Summary and Historical Trend Analysis	<a href="https://www.rn.ca.gov/pdfs/education/schoolrpt18-19.pdf">https://www.rn.ca.gov/pdfs/education/schoolrpt18-19.pdf</a>
2016-2017 California Newly Licensed RN Employment Survey	<a href="https://healthimpact.org/wp-content/uploads/2018/02/CA-Newly-Licensed-RN-Employment-Survey_JAN-2018-FINAL.pdf">https://healthimpact.org/wp-content/uploads/2018/02/CA-Newly-Licensed-RN-Employment-Survey_JAN-2018-FINAL.pdf</a>
2017-2018 California Newly Licensed RN Employment Survey	<a href="https://healthimpact.org/wp-content/uploads/2019/02/California-Newly-Licensed-RN-Employment-Survey-Report-of-Findings-Fall-2018-FINAL-Jan-2019.pdf">https://healthimpact.org/wp-content/uploads/2019/02/California-Newly-Licensed-RN-Employment-Survey-Report-of-Findings-Fall-2018-FINAL-Jan-2019.pdf</a>
2018-2019 California Newly Licensed RN Employment Survey	<a href="https://healthimpact.org/wp-content/uploads/2020/06/California-Newly-Licensed-RN-Employment-Survey-Report-Fall-2019.pdf">https://healthimpact.org/wp-content/uploads/2020/06/California-Newly-Licensed-RN-Employment-Survey-Report-Fall-2019.pdf</a>
2017-2018 Survey of Nurse Practitioners and Certified Nurse Midwives	<a href="https://www.rn.ca.gov/pdfs/forms/survey2017npcnm-final.pdf">https://www.rn.ca.gov/pdfs/forms/survey2017npcnm-final.pdf</a>

Publication Title	Website Link
The BRN Report: Fall 2017	<a href="https://www.rn.ca.gov/pdfs/forms/brnfall2017.pdf">https://www.rn.ca.gov/pdfs/forms/brnfall2017.pdf</a>
The BRN Report: Summer 2019	<a href="http://epubs.democratprinting.com/publication/?i=607360">http://epubs.democratprinting.com/publication/?i=607360</a>
The BRN Report: Fall 2019	<a href="http://epubs.democratprinting.com/publication/?i=634560">http://epubs.democratprinting.com/publication/?i=634560</a>
2016 DCA Annual Report	<a href="https://www.dca.ca.gov/publications/2016_annrpt.pdf">https://www.dca.ca.gov/publications/2016_annrpt.pdf</a>
2017 DCA Annual Report	<a href="https://www.dca.ca.gov/publications/2017_annrpt.pdf">https://www.dca.ca.gov/publications/2017_annrpt.pdf</a>
2018 DCA Annual Report	<a href="https://www.dca.ca.gov/publications/2018_annrpt.pdf">https://www.dca.ca.gov/publications/2018_annrpt.pdf</a>
2019 DCA Annual Report	<a href="https://www.dca.ca.gov/publications/2019_annrpt.pdf">https://www.dca.ca.gov/publications/2019_annrpt.pdf</a>

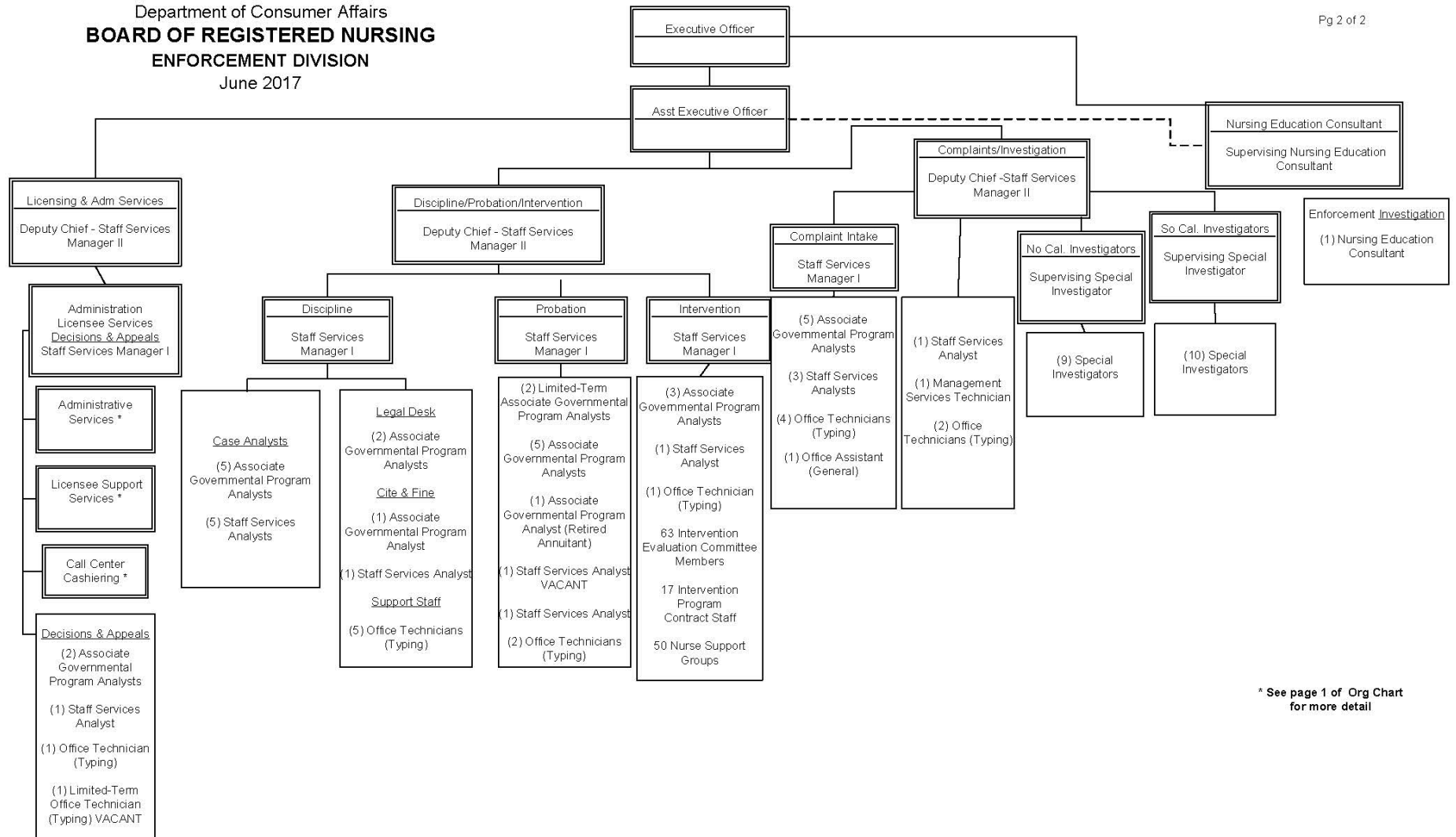
# Attachment D: Year-End Organizational Chart

## 2017 Fiscal Year-End Organization Chart



Department of Consumer Affairs  
**BOARD OF REGISTERED NURSING**  
**ENFORCEMENT DIVISION**  
 June 2017

Pg 2 of 2



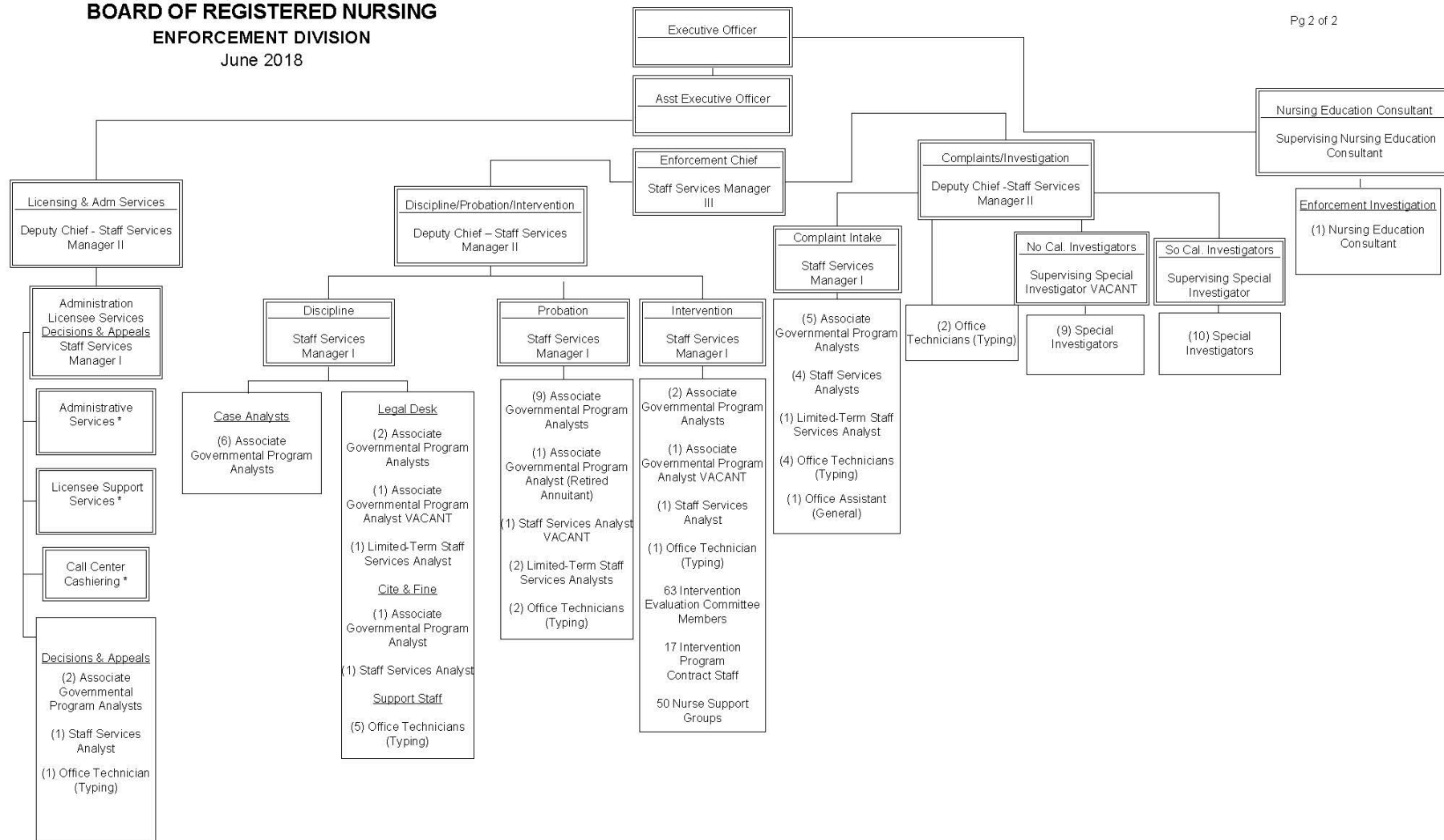
\* See page 1 of Org Chart for more detail

Department of Consumer Affairs  
**BOARD OF REGISTERED NURSING**  
June 2018



Department of Consumer Affairs  
**BOARD OF REGISTERED NURSING**  
**ENFORCEMENT DIVISION**  
 June 2018

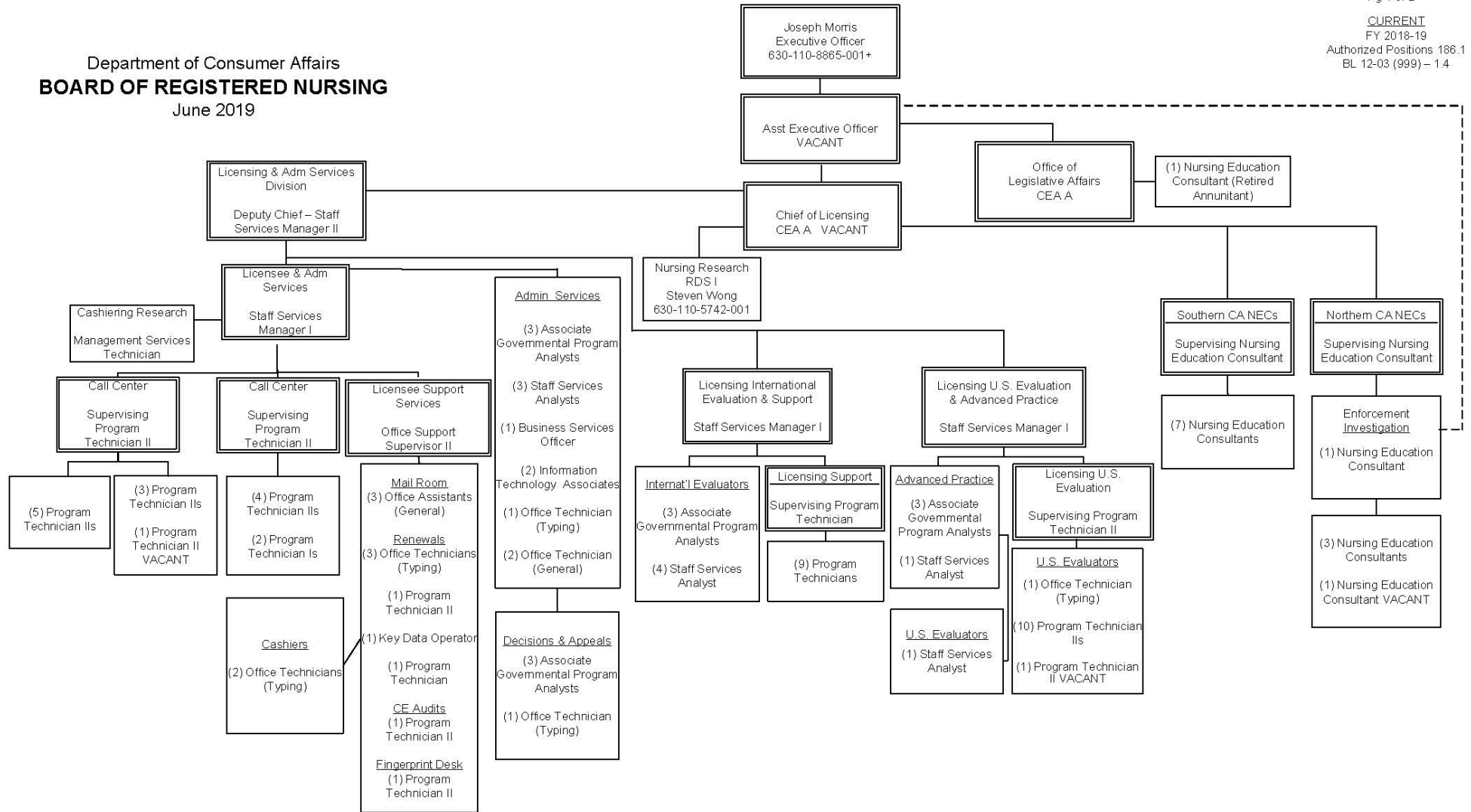
Pg 2 of 2



\* See page 1 of Org Chart  
for more detail

# 2019 Fiscal Year-End Organization Chart

## Department of Consumer Affairs BOARD OF REGISTERED NURSING June 2019



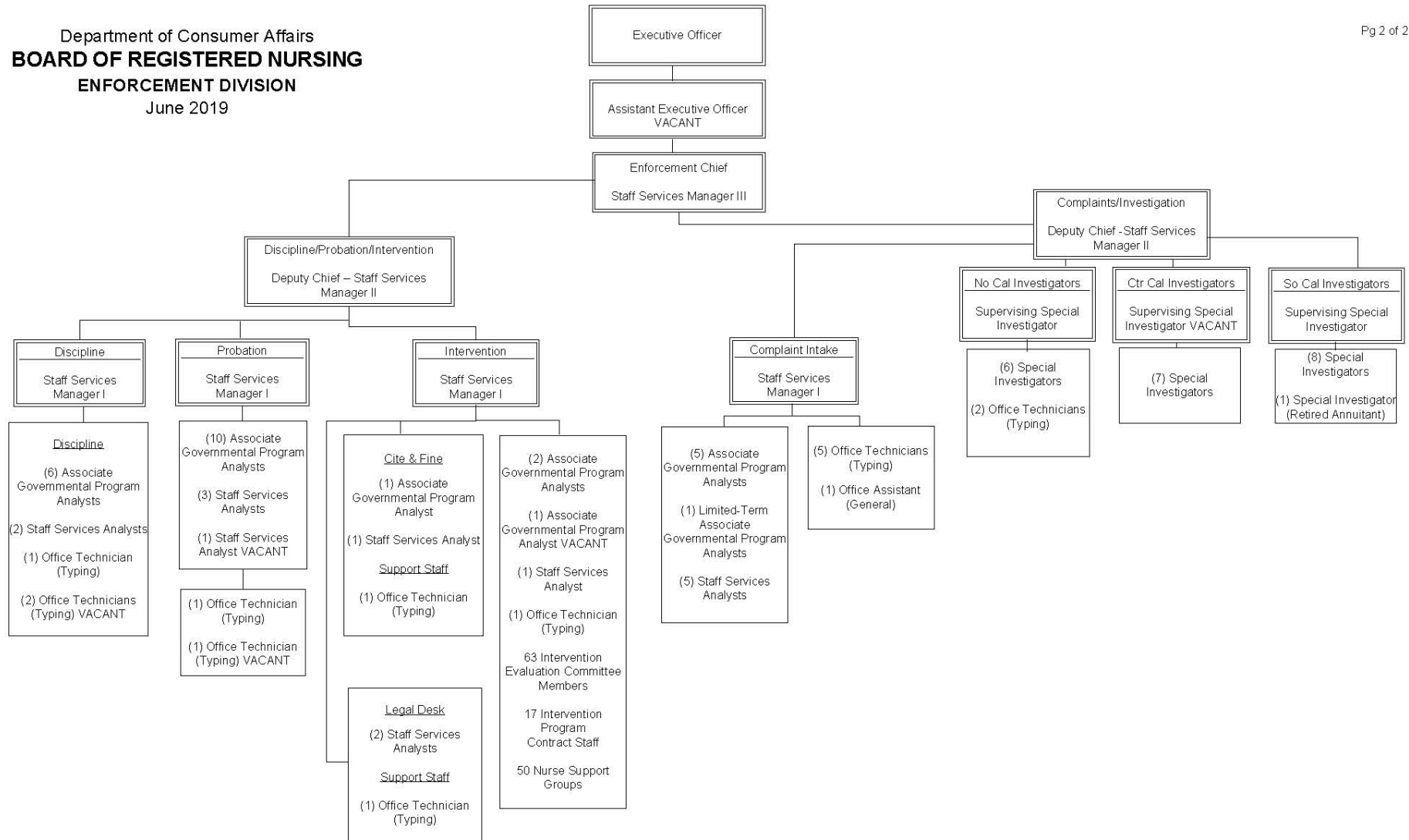
Pg 1 of 2

CURRENT  
FY 2018-19  
Authorized Positions 186.1  
BL 12-03 (999) – 1.4

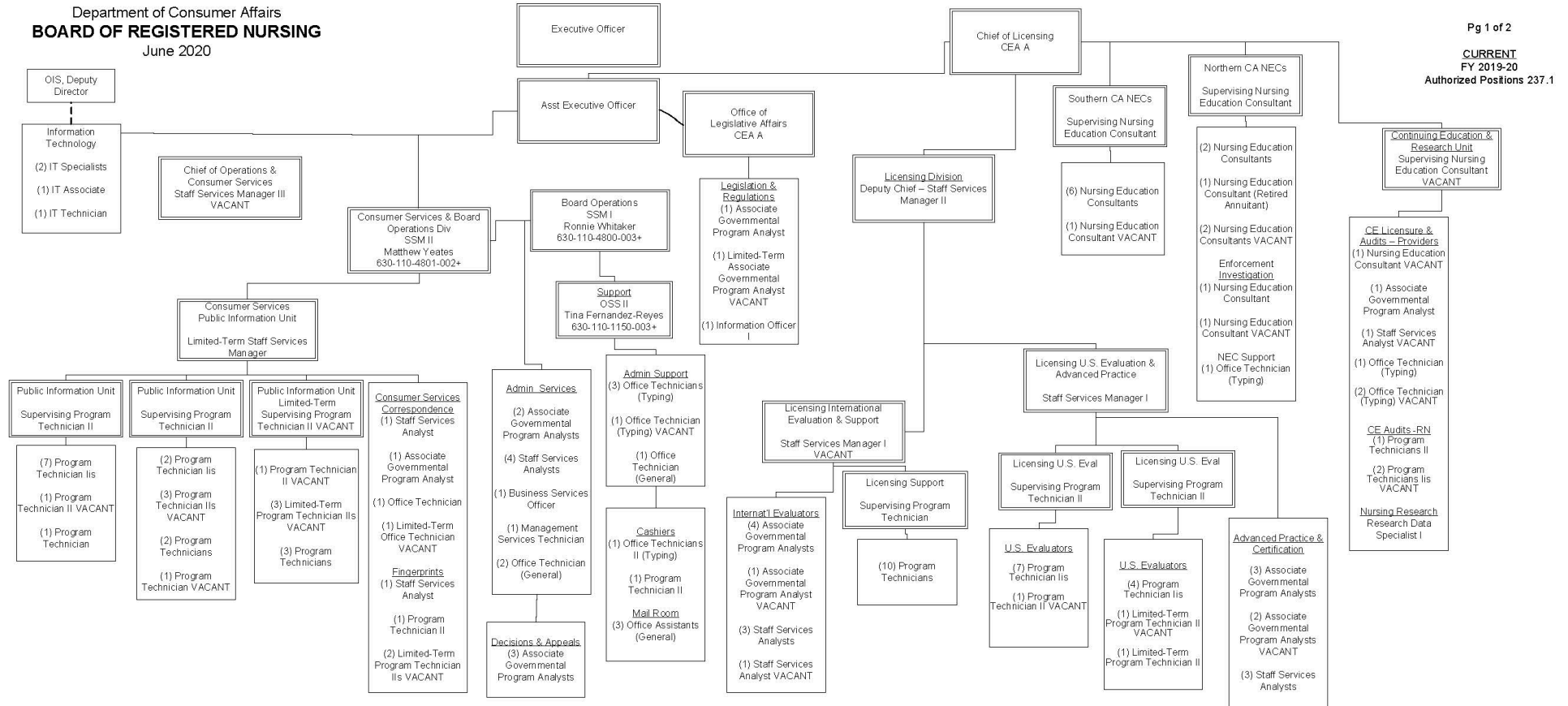


Department of Consumer Affairs  
**BOARD OF REGISTERED NURSING**  
**ENFORCEMENT DIVISION**  
 June 2019

Pg 2 of 2

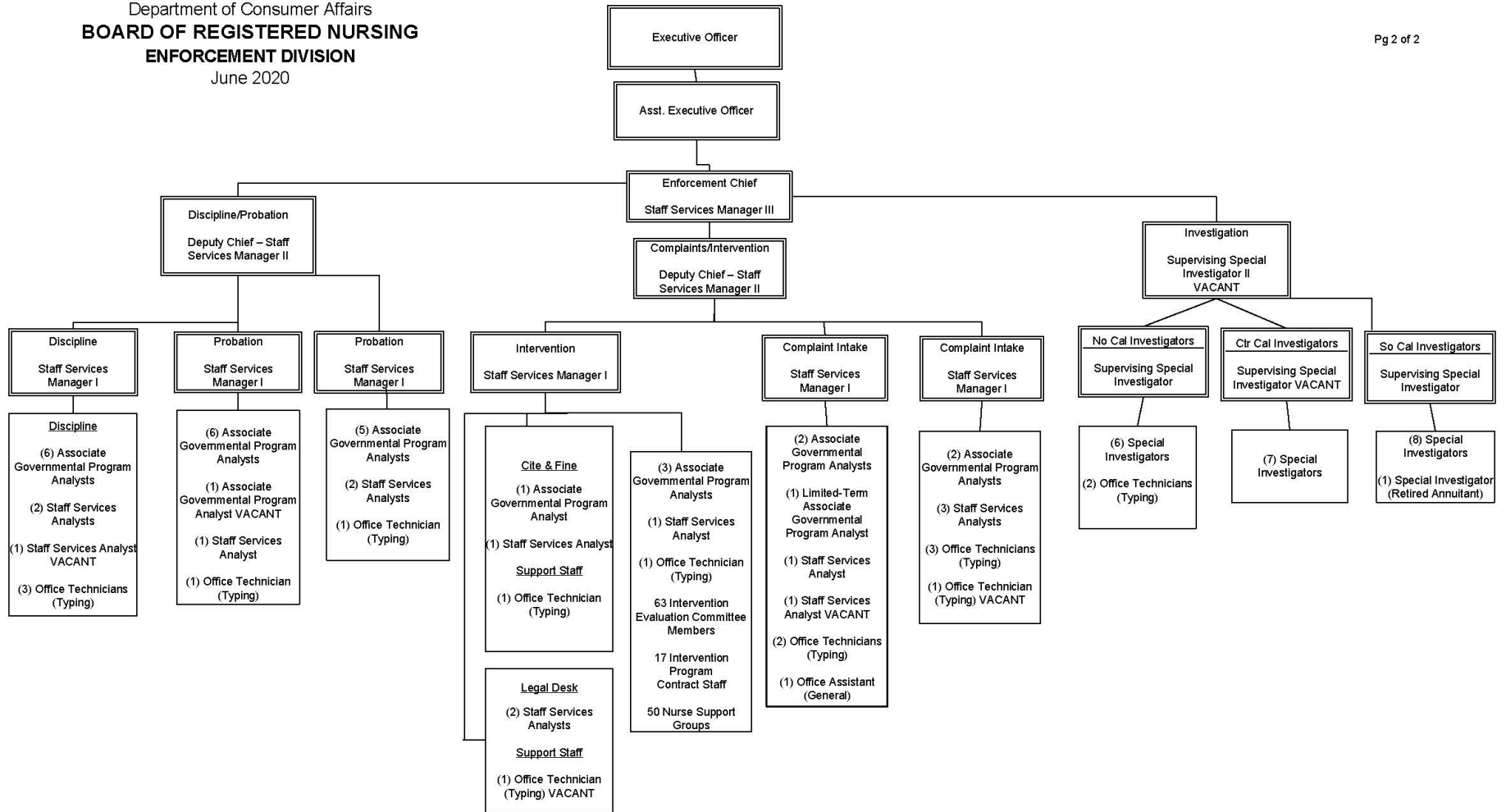


# 2020 Fiscal Year-End Organization Chart



Department of Consumer Affairs  
**BOARD OF REGISTERED NURSING**  
**ENFORCEMENT DIVISION**  
 June 2020

Pg 2 of 2



## Attachment E: Board Member's Attendance at Board and Committee Meetings

### 2016 Board Attendance

#### 2016 BRN Board Member Attendance

#	Name	1/10/2016	1/13/2016	1/14/2016	2/10/2016	2/11/2016	3/8/2016	3/9/2016	3/10/2016	4/13/2016	4/14/2016	5/11/2016	5/12/2016	6/15/2016	6/16/2020	7/11/2016	8/10/2016	8/11/2016	9/14/2016	9/15/2016	9/16/2016	10/4/2016	10/5/2016	10/5/2016	10/6/2016	10/27/2016	11/10/2016	Attended	Attended %
1	Imelda Ceja-Butkiewicz	I	x	d	x	x	x	x	d/I	x	x	x	I/d	x	x	x	d	x	x	x	x	x						21	80.8%
2	Pilar De La Cruz-Reyes		x	e	x	x	x	x	e	x	x	x	e	x	x		x	e	x	x	x	x	x		e/d		x	22	91.7%
3	Jeanette Doug																											0	0.0%
4	Donna Gerber							x	I	x	x	x	e/I	x	x	x	x	e/I								x		12	57.1%
5	Michael Jackson		x	e/n	x	x	x	x	n/e	x	x	x	e/n	x	x	x	x	e/n	x	x	x	x	x	I	e/d	x	x	25	100.0%
6	Cynthia Klein	I	x	d/n	x	x	x	x	d/I/n	x	x	x	n/I/d					n/d									x	14	56.0%
7	Raymond Mallel		x	e/d	x	x			d	x	x	x	e/d	x	x	x	x	e/I/d	x	x	x					x	x	19	76.0%
8	Trandie Phillips	I	x	n			x	x	I/n	x	x	x	n/I	x	x	x			x	x	x	x	x	I	e	x	x	22	84.6%
9	Bhavna Shamasunder				x	x	x			x	x	x																6	54.5%
10	Elizabeth Woods		x	n	x	x	x	x	n	x	x			x	x	x	x	n	x	x	x	x	x	I	e/d	x	x	23	92.0%
11	Barbara Yaroslavsky													x	x	x	x	I	x	x	x					x	x	10	71.4%
<b>Attended</b>		3	7	7	7	7	7	7	8	9	9	8	7	8	8	7	6	8	7	7	7	5	5	3	4	6	7		69.5%



BRN Board Meeting (Discipline)  
 BRN Board Meeting (Administration)  
 BRN Board Meeting (Committee)  
 BRN Board Meeting (Ad Hoc)

#### Committee

e - Education/Licensing Committee  
 I - Legislative Committee  
 d - Intervention/Discipline Committee  
 n - Nursing Practice Committee

## 2017 Board Attendance

### 2017 BRN Board Member Attendance

#	Name	1/10/2017	1/11/2017	2/8/2017	2/9/2020	3/7/2020	3/8/2017	4/4/2017	4/5/2027	5/9/2017	5/10/2020	6/6/2017	6/7/2017	6/8/2017	8/8/2017	8/9/2020	9/6/2017	10/3/2017	10/4/2017	Attended	Attended %
1	Imelda Ceja-Butkiewicz	x	d/l	x	x		d						x	x	x	l/d	x			10	55.6%
2	Pilar De La Cruz-Reyes	x	e	x	x	x	e	x	x	x	e	x	x	x	x	e	x		e	17	94.4%
3	Donna Gerber			x	x	x	e/l/n	x	x			x	x	x				x	l/e	11	61.1%
4	Michael Jackson	x	e/n	x	x	x	d/e/l/n	x	x	x	e/n/l	x	x	x	x	e/n/l	x	x	n/l/e	18	100.0%
5	Cynthia Klein	x	d/n							x	n/d	x	x	x	x	n/d		x	n/d	11	61.1%
6	Raymond Mallel (term ended 6/1/2017)	x	d/e	x		x	d/e	x	x	x	e/d									9	100.0%
7	Trandie Phillips			x	x			x	x	x	n/l		x	x	x	e/n/l	x	x	n/l	13	72.2%
8	Elizabeth Woods	x	l/n	x	x	x	n	x	x	x	n	x	x	x	x	n	x	x	n	18	100.0%
9	Barbara Yaroslavsky	x	l	x	x	x	l/n	x	x	x	l	x	x	x	x		x	x	l/d	17	94.4%
<b>Attended</b>		7	7	8	7	6	7	7	7	7	7	6	8	8	7	6	6	6	7		82.1%



BRN Board Meeting (Discipline)  
 BRN Board Meeting (Administration)  
 BRN Board Meeting (Committee)  
 BRN Board Meeting (Ad Hoc)

#### Committee

e - Education/Licensing Committee  
 l - Legislative Committee  
 d - Intervention/Discipline Committee  
 n - Nursing Practice Committee

## 2018 Board Attendance

### 2018 BRN Board Member Attendance

#	Name	1/10/2018	1/11/2018	1/23/2018	2/14/2018	2/15/2018	3/14/2018	3/15/2018	4/11/2018	4/12/2018	5/9/2018	5/10/2018	6/13/2018	6/14/2018	8/15/2018	8/16/2018	9/27/2018	10/10/2018	10/11/2018	11/14/2018	11/15/2018	Attended	Attended %
1	Imelda Ceja-Butkiewicz	x	l/d	x			x	d/l	x	x	x	d/l	x	x	x	d	x	x	d/l	x	x	18	90.0%
2	Pilar De La Cruz-Reyes	x	e	x	x	x	x	e		x	x	e	x	x	x	e/n	x	x	e	x	x	19	95.0%
3	Donna Gerber	x	e/l/n	x	x	x	x	e/l	x	x	x	e/l	x	x	x	e/n		x	e/l	x	x	19	95.0%
4	Michael Jackson	x	e/l/n	x	x	x		e/n	x	x		e/n	x	x			x	x	n/e	x	x	16	80.0%
5	Cynthia Klein	x					x	d/n	x	x		d/n	x	x	x	d/n		x	n/d			12	60.0%
6	Trandie Phillips			x	x	x	x	e/n/l	x	x	x	n/l					x	x				11	55.0%
7	Elizabeth Woods	x	n		x	x	x	n	x	x	x	n	x	x	x	e/n	x	x	n	x	x	19	95.0%
8	Barbara Yaroslavsky	x	l/d	x	x	x	x	d/l	x	x	x	d/l	x	x	x	e/d	x	x	d/l			18	90.0%
<b>Attended</b>		7	6	6	6	6	7	8	7	8	6	8	7	7	6	6	6	8	7	5	5		82.5%



BRN Board Meeting (Discipline)  
 BRN Board Meeting (Administration)  
 BRN Board Meeting (Committee)  
 BRN Board Meeting (Ad Hoc)

#### Committee

e - Education/Licensing Committee  
 l - Legislative Committee  
 d - Intervention/Discipline Committee  
 n - Nursing Practice Committee

## 2019 Board Attendance

### 2019 BRN Board Member Attendance

#	Name	1/10/2019	1/10/2019	2/13/2019	2/14/2019	2/14/2019	2/26/2019	3/14/2019	3/14/2019	4/10/2019	4/11/2019	5/9/2019	5/9/2019	6/12/2019	6/13/2019	8/15/2019	9/11/2019	9/12/2019	10/17/2019	11/13/2019	11/14/2019	12/5/2019	Attended	Attended %
1	Imelda Ceja-Butkiewicz	d	x	x	x	x	x	l/d	x	x	x	x	d/l	x	x	l/d	x	x	d	x	x	x	21	100.0%
2	Pilar De La Cruz-Reyes (termed 6/19)	e	x	x	x	x	x	e	x	x	x			x	x								12	85.7%
3	Donna Gerber	e/l	x	x	x	x	x									x	x	l/e	x	x	x		12	57.1%
4	Michael Jackson	e/l/n	x	x	x	x	x	n/l/e	x	x	x	x	e/n/l	x	x	l/n/e	x	x	l/n/e	x	x	x	21	100.0%
5	Cynthia Klein (termed 6/19)	d/n	x	x	x	x		d	x		x		n										9	64.3%
6	Trandie Phillips	l		x	x	x	x	n/l/e	x	x	x	x	e/l	x	x	l/n	x	x	l/n	x	x	x	20	95.2%
7	Elizabeth Woods	d/n	x	x	x	x	x	n/d	x	x	x	x	d/n	x	x	n/d	x	x		x	x	x	20	95.2%
8	Ken Malbrough (began term 5/19)												e/d	x	x	e	x	x	d/e	x	x	x	10	100.0%
	<b>Attended</b>	7	6	7	7	7	6	6	6	5	6	4	6	6	6	5	6	6	5	6	6	6		87.2%



BRN Board Meeting (Discipline)  
 BRN Board Meeting (Administration)  
 BRN Board Meeting (Committee)  
 BRN Board Meeting (Ad Hoc)

#### Committee

e - Education/Licensing Committee  
 l - Legislative Committee  
 d - Intervention/Discipline Committee  
 n - Nursing Practice Committee

## 2020 Board Attendance

### 2020 BRN Board Member Attendance

#	Name	1/9/2020	1/17/2020	2/19/2020	2/20/2019	3/11/2020	3/12/2020	4/15/2020	4/16/2020	5/27/2020	5/28/2020	6/9/2020	6/24/2020	8/4/2020	8/13/2020	8/13/2020	9/16/2020	10/15/2020	11/18/2020	Attended	Attended %
1	Imelda Ceja-Butkiewicz	d/l	x		x	x	d/l	x	x	x	x	x	x	x	x	d	x	d/l	x	17	94.4%
2	Mary Fagan (Began Term 8/10/2020)																x	n/d	x	3	60.0%
2	Donna Gerber (term ended 8/2020)	e/l	x	x	x	x	l/e	x	x	x	x	x	x	x					x	14	100.0%
3	Michael Jackson (1 yr grace 6/2020)	e/l/n	x	x	x	x	e	x	x	x	x	x	x	x	x	n/e/l	x	e/n/l	x	18	100.0%
4	Trandie Phillips (Term ended 6/1/20)		x	x	x	x	l	x	x	x	x									9	90.0%
5	Karen Skelton (Began Term 1/31/20)							x	x	x	x	x	x				x		x	8	50.0%
6	Dorlores Tjillo (Began Term 1/31/20)			x		x	l	x	x	x	x	x	x	x	x	n	x	l/n	x	15	93.8%
7	Elizabeth Woods	d/n	x	x	x	x	d	x	x	x	x	x	x	x	x	n/d	x	n/d	x	18	100.0%
8	Ken Malbrough		x	x	x	x	e/d	x	x	x	x	x	x	x	x	e/d	x	l/e/d	x	17	94.4%
	<b>Attended</b>	4	6	6	6	7	7	8	8	8	8	7	7	6	5	5	7		8		87.0%



BRN Board Meeting (Discipline)  
 BRN Board Meeting (Administration)  
 BRN Board Meeting (Committee)  
 BRN Board Meeting (Ad Hoc)

#### Committee

e - Education/Licensing Committee  
 l - Legislative Committee  
 d - Intervention/Discipline Committee  
 n - Nursing Practice Committee



## Attachment F: 2018-2021 Board of Registered Nursing Strategic Plan

Publication Title	Website Link
2018-2020 Strategic Plan	<a href="https://www.rn.ca.gov/pdfs/consumers/stratplan18-21.pdf">https://www.rn.ca.gov/pdfs/consumers/stratplan18-21.pdf</a>