



August 7, 2009

ALL EAS EMPLOYEES  
SAN FRANCISCO DISTRICT

SUBJECT: Official Travel

**Approvals:** Effective immediately, any travel involving lodging within the San Francisco District must be approved in advance using the attached form as follows:

The "*Travel Request and Schedule*" form should be completed by the requesting employee or manager and approved by the functional executive prior to submission to the District Manager.

Any travel outside the Pacific Area requires pre-approval by the Area Manager, Operations Support.

Exception: This form does not apply to Maintenance craft training in Oklahoma.

**Lodging:** Any lodging reservations must be within the GSA approved guidelines (copy attached), which covers through September 30, 2009. All approving officials are to enforce these guidelines.

Every traveler is expected to request an exemption from federal, state and local taxes when checking into a hotel. If the hotel declines, you may claim the tax expense and add a "comment" to your eTravel report.

**Training:** PS Form 1782, *Training Request and Authorization*, is required for employees scheduled for training outside the District, Area, or State. These forms are available on the Postal web page. PS Forms 1782 must be approved by the employee's immediate manager and then routed to the Manager, Human Resources\* for review. (\*Maintenance employees route theirs to Manager, Maintenance.) The District Manager or Senior Plant Manager has the final approval authority. A copy of the approved Form 1782 should be forwarded to the PEDC unit.

Any costs for non-postal courses and rental of rooms for meetings are not to be included in eTravel expenses but are handled separately after required approval.

**Vehicle Expenses:** Approving officials must authorize the use of privately owned vehicle (POV) before expenses are incurred as travelers are to utilize postal vehicles to the fullest extent possible for official travel. Rental cars for official travel must be pre-approved on the "*Travel Request*" form.

**eTravel Expense Reports:** Travelers must submit the eTravel expense report as soon as possible after their travel is completed but no later than the end of the accounting month in which they completed travel. It is the responsibility of the Postmaster, Unit Supervisor, Manager, or Installation Head/Designee to monitor and pursue collection of their employee's travel advance.

Approving officials must carefully review "Travel Request" forms and eTravel Expense reports. When considering transportation methods, lodging rates and airline costs, officials must ensure that the traveler is making the most advantageous and least expensive travel arrangements for the Postal Service.

The *Travel Request and Schedule* form, GSA Guidelines and Tax Exempt form are located on the District website, under Finance, Financial Control and Support, Travel. Hotel rates can also be located on: eTravel Links > GSA Per Diem Rates.

  
Winifred G. Groux

Attachments

Pacific Area Operations  
**Travel Request and Schedule**

Out of Area Travel Request

Name of Traveler (First, M.I., Last)	Department
Travel Date(s) From: _____ To: _____	Telephone Number

**REQUESTOR**

Requestor's Name (First, M.I., Last)	Department	Finance Number
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**DESTINATION**

City / Location Name(s): \_\_\_\_\_

- Meeting    Training    PAFS Review    On-Site Observation    Other:

Event Name / Description / Purpose: \_\_\_\_\_

<b>TRANSPORTATION</b>	<b>Estimated Cost</b>
Date: _____ <input type="checkbox"/> Govt Vehicle <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Airline <input type="checkbox"/> Train / Metro <input type="checkbox"/> Rental Car <input type="checkbox"/> Taxi	
Date: _____ <input type="checkbox"/> Govt Vehicle <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Airline <input type="checkbox"/> Train / Metro <input type="checkbox"/> Rental Car <input type="checkbox"/> Taxi	
Date: _____ <input type="checkbox"/> Govt Vehicle <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Airline <input type="checkbox"/> Train / Metro <input type="checkbox"/> Rental Car <input type="checkbox"/> Taxi	
Date: _____ <input type="checkbox"/> Govt Vehicle <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Airline <input type="checkbox"/> Train / Metro <input type="checkbox"/> Rental Car <input type="checkbox"/> Taxi	
Comments / Comparison:	

<b>LODGING</b>	<b>Estimated Cost</b>
Name _____	
Name _____	
_____	

Signature of Traveler	Date
Signature of Manager	Date
Signature of Approving Official	Date

## FY 2009 California Per Diem Rates

Primary Destination	County	Max Lodging	Per Diem	First & Last Day Per Diem
Antioch / Brentwood / Concord / Lafayette / Martinez / Pleasant Hill / Richmond / San Ramon / Walnut Creek	Contra Costa	113.00	49.00	36.75
Bakersfield / Delano (Naval Weapons Center and Ordnance Test Station, China Lake)	Kern	78.00	44.00	33.00
Barstow / Ontario / Victorville	San Bernardino	97.00	59.00	44.25
Benicia / Dixon / Fairfield / Vacaville / Vallejo	Solano	93.00	44.00	33.00
Brawley / Calexico / El Centro / Imperial	Imperial	76.00	39.00	29.25
Death Valley	Inyo	81.00	49.00	36.75
Eureka / Arcata / McKinleyville	Humboldt	89.00	54.00	40.50
Fresno	Fresno	95.00	54.00	40.50
Los Angeles	Los Angeles, Orange, Ventura, and Edwards AFB	128.00	64.00	48.00
Mammoth Lakes (October 1 - November 30)	Mono	113.00	54.00	40.50
Mammoth Lakes (December 1 - January 31)	Mono	142.00	54.00	40.50
Mammoth Lakes (February 1 - September 30)	Mono	113.00	54.00	40.50
Mill Valley / San Rafael / Novato / Corte Madera / Sausalito / Tiburon / Larkspur	Marin	122.00	54.00	40.50
Modesto	Stanislaus	89.00	49.00	36.75
Monterey	Monterey	133.00	64.00	48.00
Napa	Napa	146.00	64.00	48.00
Oakhurst (October 1 - April 30)	Madera	75.00	39.00	29.25
Oakhurst (May 1 - August 31)	Madera	90.00	39.00	29.25
Oakhurst (September 1 - September 30)	Madera	75.00	39.00	29.25
Oakland	Alameda	106.00	59.00	44.25
Palm Springs (October 1 - December 31)	Riverside	114.00	59.00	44.25
Palm Springs (January 1 - April 30)	Riverside	139.00	59.00	44.25
Palm Springs (May 1 - August 31)	Riverside	97.00	59.00	44.25
Palm Springs (September 1 - September 30)	Riverside	114.00	59.00	44.25
Point Arena / Gualala	Mendocino	81.00	54.00	40.50
Redding	Shasta	86.00	44.00	33.00
Sacramento	Sacramento	114.00	59.00	44.25
San Diego	San Diego	137.00	64.00	48.00

## FY 2009 California Per Diem Rates

Primary Destination	County	Max Lodging	Per Diem	First & Last Day Per Diem
(October 1 - December 31)				
San Diego	San Diego	147.00	64.00	48.00
(January 1 - August 31)				
San Diego	San Diego	137.00	64.00	48.00
(September 1 - September 30)				
San Francisco	San Francisco	185.00	64.00	48.00
(October 1 - October 31)				
San Francisco	San Francisco	164.00	64.00	48.00
(November 1 - August 31)				
San Francisco	San Francisco	185.00	64.00	48.00
(September 1 - September 30)				
San Luis Obispo	San Luis Obispo	109.00	54.00	40.50
(October 1 - June 30)				
San Luis Obispo	San Luis Obispo	131.00	54.00	40.50
(July 1 - August 31)				
San Luis Obispo	San Luis Obispo	109.00	54.00	40.50
(September 1 - September 30)				
San Mateo / Foster City / Belmont	San Mateo	123.00	54.00	40.50
Santa Barbara	Santa Barbara	149.00	59.00	44.25
(October 1 - June 30)				
Santa Barbara	Santa Barbara	194.00	59.00	44.25
(July 1 - August 31)				
Santa Barbara	Santa Barbara	149.00	59.00	44.25
(September 1 - September 30)				
Santa Cruz	Santa Cruz	102.00	54.00	40.50
Santa Monica	City limits of Santa Monica	212.00	64.00	48.00
Santa Rosa	Sonoma	118.00	64.00	48.00
South Lake Tahoe	El Dorado	132.00	54.00	40.50
(October 1 - November 30)				
South Lake Tahoe	El Dorado	153.00	54.00	40.50
(December 1 - March 31)				
South Lake Tahoe	El Dorado	118.00	54.00	40.50
(April 1 - June 30)				
South Lake Tahoe	El Dorado	132.00	54.00	40.50
(July 1 - September 30)				
Stockton	San Joaquin	83.00	44.00	33.00
Sunnyvale / Palo Alto / San Jose	Santa Clara	132.00	59.00	44.25
Tahoe City	Placer	105.00	59.00	44.25
Truckee	Nevada	94.00	59.00	44.25
(October 1 - November 30)				
Truckee	Nevada	109.00	59.00	44.25
(December 1 - March 31)				
Truckee	Nevada	94.00	59.00	44.25

## FY 2009 California Per Diem Rates

Primary Destination	County	Max Lodging	Per Diem	First & Last Day Per Diem
(April 1 - September 30)				
Visalia / Lemoore	Tulare and Kings	83.00	49.00	36.75
West Sacramento	Yolo	100.00	44.00	33.00
Yosemite National Park	Mariposa	126.00	64.00	48.00
(October 1 - December 31)				
Yosemite National Park	Mariposa	133.00	64.00	48.00
(January 1 - July 31)				
Yosemite National Park	Mariposa	126.00	64.00	48.00
(August 1 - September 30)				

Source: www.gsa.gov - Effective October 1, 2008 - September 30, 2009