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Air Resources Board

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Arnold Schwarzenegger
Governor

TO: All Air Resources Board Employees

FROM: /s/ Marie Stephans, Chief
Administrative Services Division

DATE: April 8, 2010

SUBJECT: MONITORING OF TRAVEL EXPENSE CLAIMS AND TRAVEL
ADVANCES

Please be aware that we are working on monitoring timely processing of Travel Expense Claims (TEC) more closely. It is even more important when travel advances have been issued and remain pending for frequent travelers.

Recent direction from the Executive Office has directed the Administrative Services Division to not approve or process any travel advance request where a previous advance remains outstanding (not cleared by timely submittal of a TEC). In most cases where an outstanding advance exists, the additional/new advance will be denied.

We understand that there may be a few exceptions when approval may be necessary. In those few situations, Bob Fletcher's or my approval will be required. As a standard policy, field staff who are in the office infrequently can obtain a second travel advance when approved by a Branch or Division Chief.

It is requested that all traveling employees please submit their TECs as soon as possible, but no later than 30 days after they return from State travel to avoid being denied future travel advance requests.

If you have any questions regarding this matter, please contact Saleszni Singh at (916) 327-0631 or by email to sssingh@arb.ca.gov.

Thank you.

cc: Saleszni Singh
Senior Accounting Officer Supervisor

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.

California Environmental Protection Agency