

OFFICE OF VICTIM AND SURVIVOR RIGHTS AND SERVICES

P.O. Box 942883
 Sacramento, CA 94283-0001



Travel Expense Claim (TEC)

The Office of Victim and Survivor Rights and Services (OVSRS) has funds available through a federal grant which allows for reimbursement for costs associated with travel to parole proceedings. This project was supported by funding awarded by the Victims of Crime Act (VOCA), funded through the California Governor's Office of Emergency Services (Cal OES). Please note all claims are subject to review and for various travel rules, state and federal requirements, may not be fully reimbursed.

Only victims and next of kin are able to request reimbursement

Instructions for Travel Expense Claim

Step 1: Fill out the Travel Expense Claim (TEC) Worksheet

Step 2: Fill out the highlighted sections of the Travel Expense Claim (CDC 1880) which include:

- Full Legal Name (CLAIMANT'S NAME)
- Home Address: (Street address, City, State and Zip Code)
- Last Four of your Social Security Number (XXX-XX-__ __ __)
- Phone number

And if applicable:

- (13) Private Vehicle License No.

Sign and date at bottom.

Step 3: Attach all appropriate receipts (see next page & TEC Worksheet)

Step 4: Mail the entire packet (TEC form and TEC Worksheet), with original receipts (hotel, meals, toll fees, etc.), to the following address:

**CDCR – OVSRS
 Attn: Travel Expense Claims
 P.O. Box 942883
 Sacramento, CA 94283-0001**

- **ONLY** use **blue ink** on the forms
- **DO NOT** use white out on the travel expense claim. If you make an error, please put one line through the error
- **DO NOT** write notes on the Travel Expense Claim (CDC 1880) form. Use a separate piece of paper for any notes, or comments
- **EACH** person must submit their own claim

NOTE: Please mail your claim to our office within 30 days of your participation in the parole hearing process to ensure payment. Claims are subject to review and may not be fully reimbursed.

Allow approximately ten to twelve weeks for processing. If you have questions about the forms or need more instructions, please contact OVSRS at (877) 256-6877 Ext. 2. You may also email your questions directly to victimservices@cdcr.ca.gov.

Hotel

Per Diem Rates for Hotels:

- All Counties / cities located in California (except those noted below): \$90/ night plus tax & fees
- Napa, Riverside and Sacramento County: \$95/ night plus tax & fees
- Los Angeles, Orange and Ventura Counties: \$120/ night plus tax & fees
- Alameda, Monterey, San Diego, San Mateo, and Santa Clara Counties: \$125/ night plus tax & fees
- San Francisco County and the City of Santa Monica: \$150/ night plus tax & fees

Important information:

- **NO THIRD PARTY BOOKING**: Travel **MUST** be booked directly through the hotel
- Receipts from third party vendors (i.e. Expedia, Travelocity, etc.) will **NOT be reimbursed**
- Hotel stay is limited to 2 nights **PER** parole hearing

Mileage

- Only one family member per car may claim mileage
- Include License Plate number (if mileage is to be claimed)
- Include gas receipts

Rental Car

- Extra insurance will not be reimbursed
- Rates may not exceed \$33/ day
- **NO THIRD PARTY BOOKING**: Travel **MUST** be booked directly through the rental company
- Receipts from third party vendors (i.e. Expedia, Travelocity, etc.) will **NOT be reimbursed**
- You can also submit gas receipts for your rental car

Flight

- Airfare will be reimbursed up to \$500 per person
- In accordance with the Best Interest of State rule, please refer to the attached Hotel Guide for recommended airport
- **NO THIRD PARTY BOOKING**: Travel **MUST** be booked directly through the airline company
- Receipts from third party vendors (i.e. Expedia, Travelocity, etc.) will **NOT be reimbursed**

Meals

Per Diem Rates for meals:

- **Breakfast** – Up to \$7. Trip must begin before 6am and end after 9am
- **Lunch** – Up to \$11. Lunch **may not** be claimed on trips lasting **less than** 24 hours
- **Dinner** – Up to \$23. Trip must begin before 4pm and end after 7pm