

ULTS Administrative Committee Orientation

February 19, 2003
10:00 am – 12:00 pm

1. ULTS Program (PP 2 – 5)

- a. Discounted Telephone Service Hassan Mirza
- b. Marketing Program (D.96-10-066) Mateo Camarillo
 - Phase I (99-00)
 - Phase II (Pending)
 - Outreach
 - Call Center

2. ULTS Administration (PP 6 – 8)

- a. Pre SB 669 - ULTS-AC, ULTS-MB and CPUC Oversight Ken McEldowney
- b. Post SB 669 - Telecommunications Division Hassan Mirza
 - Claims and Review Process (GO 153)
 - Payments (D.01-09-059)

3. ULTS Program Budget (P 9)

- a. CPUC's Resolution Process (September Year 1)
- b. Governor's Budget Proposal (Jan 10 Year 2)
- c. Budget Act (June Year 2)

Hassan Mirza

4. New ULTS-AC (PP 10 – 14)

- a. Budget Recommendation (Charter § 4.1a)
- b. Annual Report (Charter § 4.1.b)
- c. Program Development/Implementation/Administration (Charter § 4.1.c)
- d. Permanent Marketing Plan (Charter § 2.3)
- e. Liaisons (Charter § 4.2)

Hassan Mirza

5. Conflict of Interest / Insurance (PP 15 – 16)

Lionel Wilson

6. Per Diem and Travel Expenses (PP 17 – 20)

Hassan Mirza

- a. Eligibility
- b. Air Travel Arrangement
- c. Claim Process
- d. Justification Letter/Payee Data Record

7. Teleconference

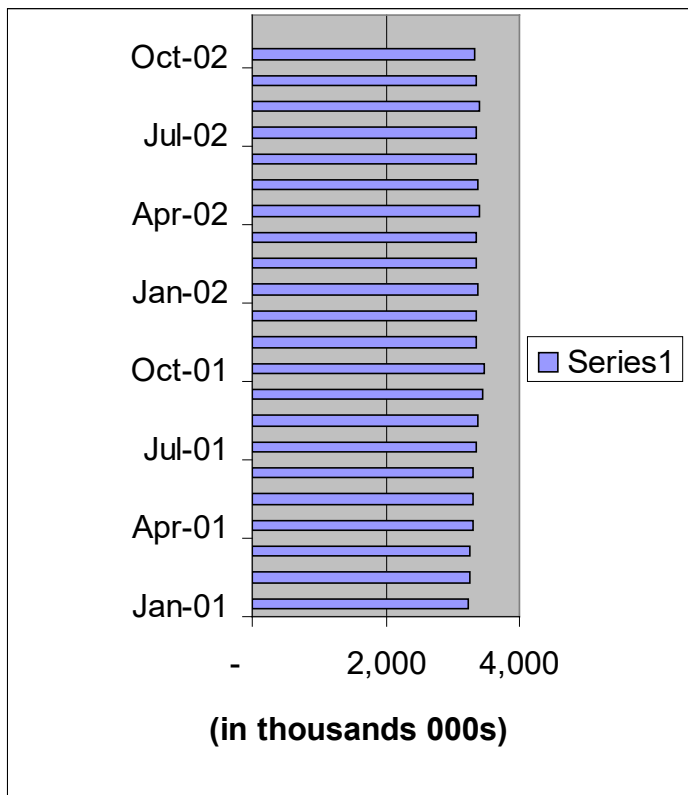
Universal Lifeline Telephone Service (ULTS) Program

- **PU Code § 871** was codified in by the enactment of AB 1348 (1983), known as the Moore Universal Service Telephone Act, requiring the Commission to establish a program to provide low-income households with access to affordable basic residential telephone service.
- **D.84-11-028** established General Order (GO) 153 for the implementation, funding, and administration of the Moore Universal Telephone Service Act. The Universal Service Telephone Program (ULTS) was created to provide a 50% discount on residential telephone service to low-income families. This program was funded by a tax administered by the State Board of Equalization.
- **D.87-07-090**, in response to AB 386 (1987), repealed the ULTS tax and implemented a 4% all end user surcharge assessed on intrastate interLATA services.
- **D.87-10-088** established a ULTS trust for the deposits of the surcharge monies, and an administrative committee for the administration of the ULTS program. The administrative committee, ULTS-AC, was comprised of five members including 1 large LEC, 1 small LEC, 1 IEC, and 2 public interest groups.
- **Annual Budgets** for the ULTS program are adopted by the Commission through the resolution process. Budget resolutions can be found at:
<http://www.cpuc.ca.gov/static/industry/telco/consumer+information/surcharges+and+taxes/index.htm>.
- **D.94-09-065** standardized the ULTS rates to the lower of 50% of the LEC's tariffed rate or 50% of Pacific Bell's basic service rate and revised the assessment of the surcharge from intrastate interLATA services to all intrastate telecommunications services. This decision also required the large LECs to perform ULTS outreach to undersubscribed communities, and established a 95% subscribership goal for low-income and non-English speaking households.
- **D.96-10-066** required all competitive local exchange carriers (CLEC) to provide ULTS, extended the 95% subscribership goal for all customer groups, removed the large LECs' outreach requirement, established a marketing working group to perform ULTS outreach in a competitively neutral manner, and set the budget for the marketing working group to the annual total average ULTS marketing expenses reimbursed to the large LECs over the last 3 years (1993 to 1995).
- **D.97-12-105** established a nine-member ULTS Marketing Board (ULTS-MB), and ordered the board to use 80% of its marketing budget to bring basic telephone service to qualifying households currently without telephone service and the remaining 20% to close the gap between the total number of residential customers eligible for the ULTS program and total number of customers who actually use the ULTS program.
- **Annual Outreach Budgets** are included in the ULTS annual budgets. Resolution T-16176, the first annual budget for the outreach, set the marketing budget at \$5 million a year.
- **D.98-10-050** increased the ULTS-MB 1999 budget from \$5 million to \$7 million.

- **Resolution T-16353** (1999) approved a 12-month marketing program and the operation of a call center for the ULTS program. These marketing and outreach efforts were conducted from November 1999 through October 2000.
- **D.00-10-028** revised GO 153 to reflect changes to the ULTS program that occurred subsequent to 1984, set standards for carriers service representatives in informing subscribers on the availability of ULTS program, etc.
- **PU Code § 270-281** et seq. were codified by the enactment of SB 669 (1999) requiring a ULTS Trust Administrative Committee Fund be created in the State Treasury, limiting moneys in this fund to only be expended for the purpose of the program and upon appropriation in the annual Budget Act, changing the role of the ULTS-AC from administrative to advisory, and requiring the Commission to submit a transition plan on or before July 1, 2000.
- **SB 742** (2001) mandated that the remaining funds of the ULTS Trust be transferred to the State Treasury on October 1, 2001.
- **Resolution T-16561** (2001) approved a proposed contract with Richard Heath & Associates (RHA) in the amount of \$4,983,241 for a 12-month marketing program submitted by the ULTS-MB.
- **Resolution T-16606** (2001) approved a proposed contract with RHA in the amount of \$1,481,990 for a 36-month operation of a call center submitted by the ULTS-MB.
- **D.01-09-064** revised the charters of ULTS-AC and the ULTS-MB to conform to SB 669, and directed the Information and Management Services Division (IMSD) and the Telecommunications Division (TD) to take over the administration of the ULTS program starting October 1, 2001.
- **D.02-04-059** merged the ULTS-MB (disappearing committee) and the ULTS-AC (surviving committee) into one committee, and established a nine-member board for the merged committee. On September 13, 2002, the Commission issued a letter on the advisory committee application process. This letter was sent to over 4,000 groups and organizations. Interested parties should submit their resumes to the Commission on or before October 31, 2002.
- **D.02-07-033** directed the Low Income Oversight Board (LIOB) to solicit public input and develop recommendations for coordinated customer outreach between the ULTS and CARE programs.

Per ULTS Claims filed as of Jan 10, 2003

<u>Period</u>	<u># of ULTS Subscribers</u>	<u># of Carriers</u>
11/02	3,279,647	20
10/02	3,328,029	25
09/02	3,363,699	28
08/02	3,394,844	27
07/02	3,364,374	29
06/02	3,363,225	29
05/02	3,386,332	30
04/02	3,391,639	31
03/02	3,354,688	30
02/02	3,345,187	28
01/02	3,367,465	30
12/01	3,362,501	28
11/01	3,342,466	27
10/01	3,466,671	29
09/01	3,439,667	26
08/01	3,379,005	28
07/01	3,348,870	29
06/01	3,300,282	27
05/01	3,298,529	28
04/01	3,300,150	28
03/01	3,260,844	26
02/01	3,246,076	28
01/01	3,225,303	29



ULTS-Fund Receipt and Disbursement Summary

<u>Date</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u>
10/1/2001			\$108,736,244.20
10/31/2001	\$25,105,624.78	(\$32,543,216.91)	\$101,298,652.07
11/30/2001	\$25,080,657.18	(\$1,045,930.14)	\$125,333,379.11
12/1/2001	\$28,138,978.08	(\$27,195,613.15)	\$126,276,744.04
1/5/2002	\$1,213,782.05		\$127,490,526.09
1/31/2002	\$23,753,344.95	(\$17,024,272.70)	\$134,219,598.34
2/28/2002	\$24,210,114.43	(\$11,712,008.52)	\$146,717,704.25
3/31/2002	\$23,254,960.11	(\$17,106,924.09)	\$152,865,740.27
4/30/2002	\$22,001,997.16	(\$18,768,549.69)	\$156,099,187.74
5/31/2002	\$22,058,826.88	(\$23,643,373.48)	\$154,514,641.14
6/30/2002	\$16,126,611.39	(\$17,895,846.47)	\$152,745,406.06
Total	\$210,944,897.01	(\$166,935,735.15)	\$152,745,406.06

Fiscal Year 2002-2003

7/1/2002			\$152,745,406.06
7/5/2002	\$2,214,354.00		\$154,959,760.06
7/31/2002	\$24,224,723.56	(\$18,668.17)	\$179,165,815.45
8/31/2002	\$28,519,849.94	(\$20,198.26)	\$207,665,467.13
9/30/2002	\$19,984,366.38	(\$24,223,082.15)	\$203,426,751.36
10/4/2002	\$7,907,508.90		\$211,334,260.26
10/31/2002	\$20,238,000.73	(\$18,304,833.65)	\$213,267,427.34
11/29/2002	\$20,607,738.50	(\$27,176,982.46)	\$206,698,183.38
Total	\$123,696,542.01	(\$69,743,764.69)	\$206,698,183.38

Payment Process Established in D.01-09-064

EVENT	CARRIER PAYMENTS (DAY/MONTH)	OTHER PAYMENT REQUESTS¹ (DAY/MONTH)
Payment letter posted in daily calendar	8 th (Month 1)	23 rd (Month 1)
End of comment period on payment letter	15 th (Month 1)	30 th (Month 1)
Payment letter submitted to IMSD for payment processing	15 th (Month 1)	30 th (Month 1)
Payment mailed to payee by Controller or CPUC	20 th (Month 1)	5 th (Month 2)

If any date in a payment timeline falls on a weekend or holiday, that date will be advanced to the next business day but the remaining dates in the payment timeline will remain unchanged.

¹ Payment of all other requests and invoices, such as TECs, etc.

MISCELLANEOUS TELECOMMUNICATION MATTERS

<u>Date Filed</u>	<u>Subject</u>
January 23, 2003	California High-Cost Fund-A Administrative Committee Fund: Notice of filing of payment letter(s) for payments to be made on February 5, 2003. Protests or comments may be submitted. All protests and comments must be filed by 12:00 PM on or before January 30, 2003 with John M. Leutza, Director of the Telecommunications Division, California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, CA 94102. These payment letters are available at: http://www.cpuc.ca.gov/static/industry/telco/public+programs/index.htm or contact Hassan Mirza at (415) 703-1638.
January 23, 2003	The California High-Cost Fund-B Administrative Committee Fund: Notice of filing of payment letter(s) for payments to be made on February 5, 2003. Protests or comments may be submitted. All protests and comments must be filed by 12:00 PM on or before January 30, 2003 with John M. Leutza, Director of the Telecommunications Division, California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, CA 94102. These payment letters are available at: http://www.cpuc.ca.gov/static/industry/telco/public+programs/index.htm_or contact Hassan Mirza at (415) 703-1638.
January 23, 2003	The California Teleconnect Fund Administrative Committee Fund: Notice of filing of payment letter(s) for payments to be made on February 5, 2003. Protests or comments may be submitted. All protests and comments must be filed by 12:00 PM on or before January 30, 2003 with John M. Leutza, Director of the Telecommunications Division, California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, CA 94102. These payment letters are available at: http://www.cpuc.ca.gov/static/industry/telco/public+programs/index.htm , or you may contact Robert Weissman at (415) 703-1989.
January 23, 2003	The Universal Lifeline Telephone Service (ULTS) Trust Administrative Committee Fund: Notice of filing of payment letter(s) for payments to be made on February 5, 2003. Protests or comments may be submitted. All protests and comments must be filed by 12:00 PM on or before January 30, 2003 with John M. Leutza, Director of the Telecommunications Division, California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, CA 94102. These payment letters are available at: http://www.cpuc.ca.gov/static/industry/telco/public+programs/index.htm or contact Hassan Mirza at (415) 703-1638.



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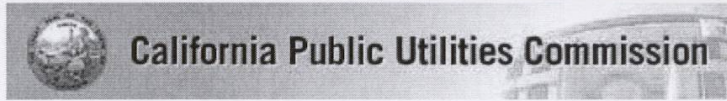
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Universal service, a concept that basic telephone service be affordable and ubiquitously available to all members of society, is a longstanding cornerstone of the California Legislature and the Commission telecommunications policy. In response to this commitment and in compliance with legislative mandates, the Commission has created various public programs to achieve this goal including:

- California High Cost Fund-A (CHCF-A)
California High Cost Fund-B (CHCF-B)
California Teleconnect Fund (CTF)
Deaf & Disabled Telecommunications Program (DDTP)
Public Policy Payphone Program (PPPP)
Telecommunications Devices Placement Program (TDPP)
Universal Lifeline Telephone Service Program (ULTS)

The Commission has also established various administrative committees, which function as advisory boards to the Commission regarding the development, implementation, and administration of their respective programs.

These public programs are funded by surcharges assessed on end user's telephone bills. For more information on the surcharges, please click here: Surcharges/Taxes/Forms

Program Payments

Pursuant to D.01-09-064, commencing October 1, 2001, payments pertaining to CHCF-A, CHCF-B, CTF and ULTS programs are to be initiated by the Telecommunications Division and to be paid by the State.

- Draft Payment Letters (for payments to be made on or before Feb 5, 2003)

- CHCF-A Administrative Committee Fund
CHCF-B Administrative Committee Fund
CTF Administrative Committee Fund
ULTS Administrative Committee Fund

The above draft payment letters are available for public comments. All

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Pacific Gas Company's Proc

PUC's actions in the PG&E B proceeding, as the proceeding online.

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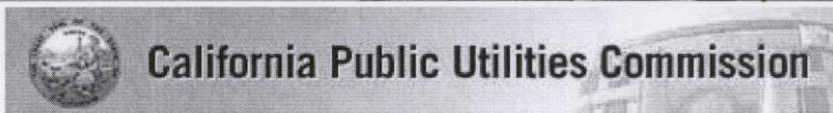
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Surcharges / Taxes / Forms

There are a number of surcharges and taxes assessed on telecommunications services by the State of California, city and county governments, and federal agencies. These taxes and surcharges are billed and collected by telecommunications carriers which then remit these funds as directed by the appropriate authorities.

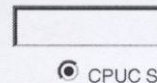
A. CPUC Mandated Telecommunications All-End-User Surcharges

- [Electronic Filing Program](#)

Currently, there are five CPUC mandated telecommunications all-end-user surcharges supporting various public programs in California. The all-end-user surcharge rates vary from program to program and they are adjusted periodically based on the forecasted demand of the programs. The five all-end-user surcharges and their approved rates since January 1, 2000 are:

Period	ULTS	CRS	CHCF-A	CHCF-B	CTF
Effective 1/1/03	0.00%	0.300%	0.360%	1.420%	0.000%
10/1/02—12/31/02	1.450%	0.300%	0.360%	1.420%	0.300%
7/1/02—9/30/02	1.450%	0.480%	0.360%	1.420%	0.300%
1/01/02—6/30/02	1.450%	0.480%	0.300%	1.470%	0.300%
12/1/01—12/31/01	1.450%	0.480%	0.200%	1.470%	0.300%
11/01/01—11/30/01	1.450%	0.481%	0.200%	1.470%	0.300%
9/1/01—10/31/01	1.450%	0.481%	0.200%	2.600%	0.185%
7/1/01—8/31/01	1.450%	0.000%	0.200%	2.600%	0.185%
1/1/01—6/30/01	0.800%	0.000%	0.000%	2.600%	0.185%

The all-end-user surcharges are assessed on consumers' bills for



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**Pacific Gas
Company's
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PUC's actions in the PG&E B proceeding, as the proceeding online.

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<p>Frederick K. Hesse Verizon Regulatory Advocacy One Verizon Way, MC: CA500GC Thousand Oaks, CA 91362 E-Mail: fred.hesse@verizon.com Telephone: 805-372-7233</p>	<p>Colin Petheram Regulatory & Constituency Relations 140 New Montgomery, Room 1325 San Francisco, CA 94105 E-Mail: colin.petheram@sbc.com Telephone: 415-542-7471</p>
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<p>Linda Burton Sierra Telephone PO Box 219 Oakhurst, CA 93644 E-Mail: indab@stcg.net Telephone:</p>	<p>Rhonda Armstrong Regulatory Manager Kerman Telephone Co. 811 S Madera Ave Kerman, CA 93630 E-Mail: rhondaa@kermantel.net Telephone: 559-846-7780</p>
	<p>Joel Tolbert CPUC ORA 505 Van Ness Ave 4th FL San Francisco, CA 94102 E-Mail: jjt@cpuc.ca.gov Telephone: 415-703-1742</p>

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<p>Mike A. Gipson County of LA Community Action Board 17503 Sudbury Ct. Carson, CA 90745 E-Mail: mgipson@utla.net Telephone: 213-368-6235</p>	<p>Rev. John O. Hopkins Truevine Community Outreach, Inc. 5238 Clark St Lynwood, CA 90262 E-Mail: jhopk78341@aol.com Telephone: 310-635-4300</p>
<p>Richard Elbrecht Supervising Attorney Dept of Consumer Affairs 400 R Street, Suite 3090 Sacramento, CA 95814 E-Mail: richard_elbrecht@dca.ca.gov Telephone: 916-445-5126</p>	<p>Lyle Millage Beaumont Chamber of Commerce 790 Beaumont Ave Ste 114 Beaumont, CA 92223 E-Mail: nodust@pe.net Telephone: 909-845-4726</p>

ULTS-AC Charter

Section 4.1:

- a) Pursuant to Pub. Util. Code § 273(a), on or before June 1 of each year the ULTSAC shall submit a proposed budget to the Commission's Telecommunications Division. The proposed budget shall include estimated program expenditures and the Committee's projected expenses for the fiscal year (July 1 to June 30) that will commence thirteen (13) months thereafter.
- b) Pursuant to Pub. Util. Code § 273(b), on or before October 1 of each year the ULTSAC shall submit a report to the Commission describing Committee activities during the prior fiscal year.
- c) Pursuant to Pub. Util. Code § 277(a), the ULTSAC shall advise the Commission regarding the development, implementation and administration of the ULTS program, within the context of the Committee's purpose, as described in Paragraph 2.1

Section 2.3

Component Program: Universal Lifeline Telephone Service Marketing Program (ULTSMP). The ULTSAC includes the ULTSMP, which is a component program under Pub. Util. Code § 277. The focus of the ULTSMP is the marketing of the ULTS program in a competitive environment.

The ULTSAC's advice and recommendations to the Commission about the ULTSMP shall focus on achieving the ULTS program goal of providing basic telephone service to all qualifying low-income households. Since the funds available for marketing initiatives are limited, the recommendations shall be prioritized to reflect the most pressing needs of the ULTS program, including proposals for expenditure of 80% of the marketing budget on campaigns designed to bring basic telephone service to qualifying households currently without telephone service.

The proposals for expenditure of the remaining 20% of the marketing budget shall be aimed at closing the gap between the total number of households with phone service who qualify for the ULTS program and the number of such households that actually use the program, consistent with the mandate of Pub. Util. Code § 871.5(c).

The ULTSAC may also make recommendations in its Annual Report to the Commission on the following ULTSMP issues: (1) how to use existing funding levels for the ULTS marketing program to reduce the total number of households that qualify for ULTS that are without phone service and (2) how to narrow the gap between the total number of households with phone service who qualify for the ULTS program and the total number of such customers who actually use the program.

Section 4.2:

- a) One liaison, from the Commission's Telecommunications Division, or its successor, who shall be appointed by the Director of that division, shall facilitate advisory board meetings by scheduling the room for such meetings, preparing agendas and meeting information packages, and taking and preparing minutes of the meetings. The liaison shall also assist the Committee in the development of each proposed fiscal year program budget and in the preparation and filing of the annual report.
- b) One liaison, from the Commission's Information and Management Services Division, or its successor, who shall be appointed by the Director of that division, shall provide the Committee with monthly reports on the financial status of the program.
- c) One liaison, from the Commission's Legal Division, or its successor, who shall be appointed by the Commission's General Counsel, shall provide the Committee with legal advice, upon request.
- d) d) One liaison, from the Commission's Public Advisor's Office, or its successor, who shall be appointed by the Public Advisor, shall facilitate communication between the board and the public, generally, including any necessary or useful public outreach consistent with the board's purpose. The liaison shall ensure that the board is aware of any specific, program-related concerns or proposals, including those regarding the effectiveness of the programs, which have come to the Commission's attention and shall undertake any other tasks to assist the board in fulfilling its purpose as the Commission may formally or informally direct.



MEMORANDUM

Date: December 30, 2002

To: Barbara Morton
California Public Utilities Commission
Energy Division – Analysis Branch
505 Van Ness Avenue, 4th Floor
San Francisco, CA 94102

From: Department of General Services
Office of Risk and Insurance Management
707 Third Street, First Floor
West Sacramento, CA 95605, IMS Z-1

Subject: **RECOMMENDATION REGARDING THE PURCHASE OF ERRORS & OMISSIONS AND DIRECTORS & OFFICERS LIABILITY COVERAGE FOR COMMITTEE ADVISORY BOARDS**

Exposure:

The California Public Utilities Commission (CPUC) oversees committees that serve as advisory boards for various programs. The committees consist of state and non-state employees whose duties are advisory in nature. The Committee Charters indicate the members who are not employed by the Commission or other governmental agencies of the State of California are still considered servants of the State of California within the meaning of Government Code 810.2. The Charters further indicate that the various budgets may include the purchase of Errors and Omissions (E&O) and Directors and Officers (D&O) or similar insurance to indemnify Board members for acts done within the course and scope of services performed to the extent that such activities are held not to be indemnified by the State under Government Code 810.2, 825 – 825.6 and/or 995 – 996.6.

Coverage:


Government Code 810.2 provides that the state is required to provide indemnification and defense for an appointee to a state board, commission, or committee with respect to activities performed within their designated duties. Insurance policies for Public Officials Errors and Omissions or Directors and Officers Liability only provide coverage while the directors, officers or employees are acting within the scope of their employment. Thus, it provides little coverage beyond that encompassed in Government Code 810.2, 825 – 825.6 and/or 995 – 996.6.

Communication aids or services will be provided to individuals with disabilities upon request. The California Relay Service telephone numbers are (voice) 1-800-735-2922 and (TTY) 1-800-735-2929.

Conclusion:

The individual members of the Board would receive essentially the same coverage whether from the State under the Government Codes or from insurance. The State's general risk management philosophy is to retain the risk of loss within the State. The role of the members is for advisory purposes only, so their exposure is minimal. Thus, ORIM recommends the CPUC does not purchase E&O or D&O coverage at this time for the committee members. Defense would be provided through Government Code 810.2 if required. ORIM further recommends that the CPUC absorb any losses at this time, and revisit the issue at a later date if necessary.

Thank you for your awareness in this matter, and for using ORIM as a resource. It has been a pleasure working with you. If you have any further questions or concerns, please call me at (916) 376-5280.



CHARL SANCHEZ
Associate Risk Analyst

Cc: Gary Estrada, ORIM
Robin Johnson, Driver Alliant Insurance Services

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Sample Letter

John M. Leutza, Director
Telecommunications Division, CPUC
505 Van Ness Avenue, 3rd FL
San Francisco, CA 94102

Subject: Eligibility for Per Diem Payment

Individual is an appointed primary/alternate committee member of the CHCF-A/CHCF-B/CTF/ULTS Advisory Committee representing Company, a consumer/community-based organization. Individual is not an employee of a public utility, the California Public Utilities Commission, or other governmental agencies of the State of California, therefore is eligible for per diem payment in accordance with Section 3.8 of the Charter.

Additional Language for Justification for Payment directly paid to individual:

Individual is an unpaid volunteer of the Company / The Company does not have the financial resources to support Individual's participation of the above-identified Advisory Committee, therefore all per diem payments should be paid directly to Individual.

Executive or Officer of the Company

PAYEE DATA RECORD

(Required in lieu of IRS W-9 when doing business with the State of California)

STD. 204 (REV. 2-2000)

STATE OF CALIFORNIA
PAYEE DATA RECORD
STD. 204 (REV. 2-2000)

NOTE: Governmental entities, federal, state, and local (including school districts) are not required to submit this form.

SECTION 1 must be completed by the requesting state agency before forwarding to the payee

1	DEPARTMENT/OFFICE	CPUC, Telecommunications Division	PURPOSE: Information contained in this form will be used by state agencies to prepare information Returns (Form 1099) and for withholding on payments to nonresident payees. Prompt return of this fully completed form will prevent delays when processing payments. <i>(See Privacy Statement on reverse)</i>
	STREET ADDRESS	505 Van Ness Avenue, 3rd FL	
	CITY, STATE, ZIP CODE	San Francisco, CA 94102	
	TELEPHONE NUMBER	(415) 703-2114	

2	PAYEE'S BUSINESS NAME	
	MAILING ADDRESS (Number and Street or P. O. Box Number)	
	(City, State and Zip Code)	

3	VENDOR ENTITY INFORMATION	CHECK ONE BOX ONLY <input type="checkbox"/> LEGAL CORPORATION <input type="checkbox"/> MEDICAL CORPORATION <input type="checkbox"/> EXEMPT CORPORATION <input type="checkbox"/> ALL OTHER CORPORATIONS FEDERAL EMPLOYERS IDENTIFICATION NUMBER (FEIN)	NOTE: State and local governmental entities, including school districts are not required to submit this form. NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
		<input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR SOCIAL SECURITY NUMBER OF OWNER OWNER'S FULL NAME (Print)	

4	CHECK APPROPRIATE BOX(ES)	<input type="checkbox"/> California Resident - Qualified to do business in CA or a permanent place of business in CA <input type="checkbox"/> Nonresident (<i>See Reverse</i>) Payments to nonresidents for services may be subject to state withholding <input type="checkbox"/> WAIVER OF STATE WITHHOLDING FROM FRANCHISE TAX BOARD ATTACHED <input type="checkbox"/> SERVICES PERFORMED OUTSIDE OF CALIFORNIA/ GOODS ONLY SOLD TO CALIFORNIA	NOTE: a. An estate is a resident if decedent was a California resident at time of death. b. A trust is a resident if at least one trustee is a California resident. (<i>See reverse</i>)
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5	CERTIFYING SIGNATURE	I hereby certify under penalty of perjury that the information provided on this document is true and correct. If my residency status should change, I will promptly inform you.		
		AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)	TITLE	
		SIGNATURE	DATE	TELEPHONE NUMBER

PUC CONTRACTOR'S OUTLINE OF THE CALIFORNIA STATE TRAVEL EXPENSE REIMBURSEMENT PROGRAM

CONDITIONS OF TRAVEL

Reimbursement for meals and/or lodging shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters.

SHORT TERM TRAVEL

LODGING REIMBURSEMENT RATES – IN STATE

Applicable when State business and distance traveled requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (*hotel, motel, bed and breakfast or public campground*) that caters to the short term traveler. Lodging receipts are required.

RATES EFFECTIVE 10/1/01: LODGING REIMBURSEMENT—receipt required

Statewide - up to \$84.00 + tax, **except as below*:**
 *Counties of Los Angeles and San Diego up to \$110 + tax
 **Counties of Alameda, San Francisco, San Mateo and Santa Clara up to \$140 + tax

Note: Get a confirmation number when you make your reservations and use it when you check in. Travelers who do not provide a lodging receipt are eligible to claim their actual expense for meals/incidentals only as appropriate to the time frames of travel. (See below for rates and time frames)

MEALS AND INCIDENTALS (each 24 hr period)

Breakfast: <u>ACTUAL EXPENSE UP TO</u>	\$ 6.00
Lunch: "	10.00
Dinner: "	18.00
Incidentals: "	6.00

Incidental expenses include but are not limited to expenses for laundering and pressing of clothing,

and fees and tips for services such as porters and baggage handlers. Incidentals do not include taxicab fares, lodging taxes or the costs of telegrams or telephone calls.

NOTE: YOU must retain all meal receipts for audit by the state or IRS.

TIME FRAMES:

FIRST DAY: TRIP OF MORE THAN 24 HOURS:
 Trip begins at or before 6 am: may claim breakfast
 Trip begins at or before 11 am: may claim lunch
 Trip begins at or before 5 pm: may claim dinner

FRACTIONAL DAY – AFTER 24 HOURS OF TRAVEL:

Trip ends at or after 8 am: may claim breakfast
 Trip ends at or after 2 pm: may claim lunch
 Trip ends at or after 7 pm: may claim dinner

FRACTIONAL DAY-TRIP OF LESS THAN 24 HOURS

Trip must begin at or before 6 am AND end at or after 9 am in order to claim breakfast.
 Trip must begin at or before 4 pm AND end at or after 7 pm in order to claim dinner
 No lunch or incidentals may be claimed. If there is no overnight stay, these meals are taxable.

NOTE: Only the actual expense may be claimed, and only up to the maximums noted.

NOTE: Full meals included in airfare, or hotel, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date. Continental breakfasts of rolls, coffee and juice are not considered full meals.

OUT-OF-STATE-TRAVEL

Lodging w/receipt: actual expense (subject to department approval)
 Meals/Incidentals: same rates/requirements as in-state reimbursements

OUT-OF-THE-COUNTRY TRAVEL

Lodging with receipt: actual expense (w/appvl.)
 Meals/Incidentals: as published by the US Govt. for dates & places traveled. Call DPA for rates.

MILEAGE REIMBURSEMENT RATES

Privately owned vehicle mileage driven in fulfillment of the contract requirements is reimbursable at the rate of \$.34 per mile. The rate claimed shall be considered full reimbursement for all costs related to the operation & maintenance of the vehicle, including both liability and comprehensive insurance.

TRANSPORTATION

Reimbursement for transportation expenses will be only for the method of transportation that is in the best interest of the State, considering both direct expense and the traveler's time.

When an employee chooses a method of transportation that is more costly than the normal method of travel, (driving a personal vehicle instead of flying) reimbursement will be the lower amount.

HINT: If you lock the keys in a vehicle, you pay the locksmith! (Thank goodness you're a member of a road service!)

Hint: Travel Smart. Protect your belongings. Items left on the car seat or floor are an invitation to thieves. Don't leave luggage, P.C.s, phones, C.D. players, cash, tickets, clothing, or anything else visible in an unattended vehicle. If you must leave them, **LOCK THEM IN THE TRUNK!**
 Hint: Parking tickets? Tow away charges? They are YOUR responsibility. You are not exempt from obeying traffic laws and parking limits, etc. while you are conducting State business.

RECEIPTS

Receipts are required for each item of expense for street car, ferry fares, bridge and road tolls, local transit, taxi, shuttle or hotel bus and parking over

