

OFFICE OF VICTIM AND SURVIVOR RIGHTS AND SERVICES

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

**DIRECTIONS FOR TRAVEL VOUCHER**

1. Fill out top section of **Travel Expense Claim (CDC 1880)** – Your name, social security number, your address – city, state and zip code. Please also fill in your phone number. No other information is needed on the top of the form. Proceed to (1)
 - (1) month/year of the hearing you went to.
 - (2) Date of hearing – approximate time of hearing
 - (3) Location of hearing – Prison name and city
 - (4) – (9) See instructions on back
 - (10) Subtotal \$200 (Proof of receipt required for voucher/Receipt must be related to travel for specific parole board hearing.)
 - (11) Purpose of the trip – please write in **To Attend a Parole Board Hearing for Inmate _____ with CDC Number _____**.
 - (12) Nothing needed
 - (13) If you drove your car, your vehicle license number
 - (14) The mileage rate is already a set rate of \$0.500 cents.
 - (15) Sign and date the form

Attach original receipts to your form.

****MAXIMUM CLAIM AMOUNT ALLOWED IS \$200****

2. **Oath of Allegiance and Declaration of Permission to Work (STD 689)**
 - (1) Part 1, Please write in your name on the third paragraph after I, __
 - (2) Part 2, Mark yes or no as appropriate
 - (3) Part 3, Sign and date form under Employee's signature

***NOTE: Anyone requesting a travel voucher MUST complete this form even if they are not employed by the State of California. The State Controller cannot issue a check without the completed form.*

Mail the above forms with original receipts to the following –

**CDCR – OVSRS
Attn: Mike Young
PO Box 942883
Sacramento, CA 94283-0001**

Please allow up to four weeks for processing. Claims are subject to review. If you have questions about the forms or need more instructions, please contact OVSRS at (877) 256-6877 Ext. 2 or Ext. 3

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**Expense Detail Information (sections 4 through 9)**

- (4) LODGING - Enter lodging costs for that day if applicable
- (5) MEALS
 - Breakfast – Actual expense up to \$6. Trip must begin before 6 am and end after 9 am.
 - Lunch – Actual expense up to \$10. Lunch may not be claimed on trips lasting less than 24 hours.
 - Dinner – Actual expense up to \$18. Trip must begin before 4 pm and end after 7 pm
- (6) INCIDENTALS – May not be claimed on trips lasting less than 24 hours
- (7) TRANSPORTATION
 - (A) Cost of transportation – Enter cost if transportation was something other than your personal vehicle
 - (B) Type Used – Enter type of transportation used
 - (C) Carfare, tolls, parking –Enter associated costs
 - (D) Private Car Use – Enter number of miles. Multiply number of miles by 0.50 and enter under Amount
- (8) BUSINESS EXPENSE – Not Applicable
- (9) TOTAL EXPENSES FOR DAY – Enter total of expenses