

Liaison Work Group Logistics

1. Meeting Rooms - OA will be responsible for making meeting room reservations for all meetings. OA will complete a service authorization to cover the cost of the meeting room. All meetings are to be scheduled as close as possible to the nearest airport hotel in the host city. Host cities should be Sacramento, Los Angeles, San Diego, Oakland, San Francisco and Fresno.
2. Travel Arrangements - Each contract participant except OA personnel are required to complete an Oath of Office to be eligible for travel reimbursement. OA will make all airline reservations. Each participant will be required to contact *Betty* Linda Tershay from the OA at (916) 327-0633 seven days in advance of their airline travel. Airline tickets will be sent directly to the participant.
3. Per Diem - Group participants are responsible for the initial per diem and ground transportation cost for each meeting. Participants will be reimbursed after completing a travel expense claim to OA. It is expected that it will be a six to twelve week turnaround for each claim submitted. Each participant is expected to request a travel advance from their agency and should repay their agency once they have received their travel check from OA. OA will issue a letter to each participant's agency confirming that reimbursement for any funds advanced by them for these meetings will be sent directly to the participant. It will be the responsibility of the participant to repay the agency for any advance. Each participant will submit a signed, but not completed, travel expense claim (TEC) along with receipts from each meeting. OA will complete the TEC and forward to the travel reimbursement section for processing. Please review the attachment for State rates of reimbursement.
4. Group Support - MTRC will be responsible for facilitating each group meeting. This will require MTRC to chair the meetings, record and keep the minutes of each meeting, and forward the finished copy of the minutes to OA for duplication and distribution to the participants.