

CALIFORNIA STATE TRAVEL PROGRAM

TRAVEL AND PER DIEM LIMITATIONS

A summary of the State of California Short-term Travel Expense Reimbursement Program
Administered by the California Department of Human Resources

Reimbursement for travel is governed by the terms of the current Memorandum of Understanding and the applicable Government Code sections and CalHR Rules. Reimbursement for transportation expenses will be based on the method of transportation that is in the best interest of the state, considering both direct expense and the employee's time. Rates, time frames, and requirements are applicable to all contractors and subcontractors. Additional details applicable to the travel reimbursement program may be found in the California Code of Regulations, Title 2, Division 1, Chapter 3, Article 2 (requirements applicable to excluded employees).

CONDITIONS OF TRAVEL

Reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters. CDE may approve meals and/or lodging for employees *on travel status* away from, but within 50 miles of home or headquarters. Delegation does not extend to the approval of meals or lodging at either the home or headquarters location.

LODGING REIMBURSEMENT RATES - IN-STATE

Applicable when state business 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 REIMBURSEMENT - (RECEIPT REQUIRED)

- Statewide with the following (except as noted below): up to \$90 per night + tax*
- Napa, Riverside, and Sacramento Counties: up to \$95 per night + tax*
- Marin County: up to \$110 per night + tax*
- Los Angeles, Orange, and Ventura Counties, and Edwards AFB (excluding the City of Santa Monica): up to \$120 per night + tax*
- Monterey and San Diego: up to \$125 per night + tax*
- Alameda, San Mateo, and Santa Clara: up to \$140 per night + tax*
- City of Santa Monica: up to \$150 per night + tax*
- San Francisco County: up to \$250 per night + tax*

Note: Travelers who do not provide a lodging receipt are eligible to claim meals/incidentals only as appropriate to the time frames of travel (see below for rates and time frames).

MILEAGE REIMBURSEMENT RATES

All privately owned vehicle mileage driven on State business is subject to advanced approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

- Automobile: \$0.545 per mile*

If dropped off and picked up at a common carrier and no parking expense is claimed, mileage to and from the common carrier may be claimed at the above appropriate rate times twice the number of miles you actually occupy the vehicle (pays for each round trip).

MEALS AND INCIDENTALS - EACH 24 HOUR PERIOD

- Breakfast: **actual expense up to \$7.00***
- Lunch: **actual expense up to \$11.00***
- Dinner: **actual expense up to \$23.00***
- Incidentals: **actual expense up to \$5.00***

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

TRIPS OF LESS THAN 24 HOURS

For travel lasting less than 24 hours, employees may claim breakfast and/or dinner (as noted above), based on the following timeframes:

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

Lunch or incidentals may not be claimed on one-day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.

Meals provided by the state, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided may not be claimed. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

Note: No meal expense may be claimed or reimbursed more than once in any given 24-hour period.

TRIPS OF 24 HOURS OR MORE

For travel lasting 24 hours or more, employees may claim meals (as noted above), based on the following timeframes:

A. First day of travel

- Trip begins at or before 6 am - Breakfast may be claimed
- Trip begins at or before 11 am - Lunch may be claimed
- Trip begins at or before 5 pm - Dinner may be claimed

B. Continuing after 24 hours

- Trip ends at or after 8 am - Breakfast may be claimed
- Trip ends at or after 2 pm - Lunch may be claimed
- Trip ends at or after 7 pm - Dinner may be claimed

Note: No meal expense may be claimed or reimbursed more than once in any given 24-hour period.

CONFERENCES/CONVENTIONS

Rooms that are contracted by the sponsors for the event

- State sponsored: With receipt, up to \$110.00 + tax
- Non-state sponsored: With receipt, up to the rate contracted for the event

OUT-OF-STATE TRAVEL

Lodging with receipt: actual expense (subject to CDE approval)

Meals/incidentals: same rates/requirements as in-state reimbursement

Lodging without a receipt: lodging, meals and incidentals will be reimbursed based on in-state rates and policies (subject to CDE approval)

OUT-OF-COUNTRY TRAVEL

Lodging with receipt: actual expense (subject to CDE approval)

Meals/incidentals: actual expense up to U.S. State Department Foreign per diem rates (meal/incidental rates, column B) in effect at the time of travel for the specific foreign location

RECEIPTS/MISCELLANEOUS

Receipts are required for each item for expense for street car, ferry fares, bridge and road tolls, local transit, taxi, shuttle, or hotel bus, and parking over \$10, business phone calls over \$5.00, all gas for rental cars and all lodging, regardless of amount.

Keep all receipts. CDE may require submission of receipts with invoices. All business expenses are to be incurred as a result of conducting state business, and are subject to review/verification by the CDE.

Contractors/subcontractors are subject to the same rules and requirements if they are reimbursed for travel. Meals when the individual is not on travel status and refreshments or break service at meetings are not reimbursable.

*Rates listed are as of July 2018. All rates are based on current state rates and are subject to change. Contractor will be paid the current state rates as established by the California Department of Human Resources. To check the current state rates for travel please go to:

<http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>