

**DEPARTMENT OF PERSONNEL ADMINISTRATION  
TRAVEL POLICY (DPA)**

Revised 6/30/2008

**Meals and Incidentals (In-State/Out-of-State Travel)**

The following reimbursement rates are maximums, not allowances. Employees may claim only their actual expense and must have receipts substantiating the amount claimed if asked to produce them. Meals provided in hotel expenses or conference fees, or in transportation costs such as airline tickets, or otherwise provided shall not be claimed for reimbursement. Snacks and continental breakfasts, such as rolls, juice and coffee, are not considered to be meals.

For each full 24-hour period of travel, employee may claim the following:

Breakfast	Actual expense up to \$6
Lunch	Actual expense up to \$10
Dinner	Actual expense up to \$18
Incidentals	Actual expense up to \$6

**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:

<b>First day of travel</b>	
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</b>	
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

**Lodging Reimbursement**

**Short –Term Travel**

Employees who incur overnight lodging expenses at a *commercial lodging establishment* catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc. **must provide a receipt** to claim reimbursement. No reimbursement will be paid without a receipt. The rate of reimbursement is as follows:

All California counties not listed below	Actual expense up to \$84 per night, plus tax
Los Angeles and San Diego counties	Actual expense up to \$110 per night, plus tax
Alameda, San Francisco, Santa Clara, and San Mateo counties	Actual expense up to \$140 per night, plus tax

**Use of third party vendor (i.e., Priceline.com, Expedia.com, Travelocity.com, Hotels.com, etc.)**

In the rare event where an employee chooses to use a third party vendor to make travel arrangements, the following instructions must be strictly adhered to:

- Employees who request reimbursement for receipts from third party vendors for lodging expenses incurred while traveling on State business must provide a valid receipt from the third party vendor and the commercial lodging establishment where the employee stayed.
- Both receipts are required in order to properly substantiate a valid business expense.
- It is incumbent upon the employee to verify with the third party vendor and the lodging establishment that a receipt can be obtained which will show, in detail, the employee’s check-in and check-out dates, the itemized expenses incurred, and the total amount paid by the employee.

Travel expense claims not supplying both of the required receipts will result in the rejection of the associated claimed expense on the travel claim. Employees should also be made aware that some third party vendors do not provide refunds for cancelled trips; employees will be responsible for any and all charges that are associated with a cancelled or changed reservation when booking through a third party vendor.

**State-Sponsored Conference, etc.**

Employees attending a State-sponsored conference will be reimbursed for *receipted* lodging up to \$110 per night, plus tax, when the lodging is contracted by the State sponsor for the event, and the Appointing Authority has granted prior approval for attendance and lodging at the contracted rate and establishment.

**Non-State-Sponsored Conference, etc.**

Employees attending a non-State-sponsored conference will be reimbursed for *receipted* lodging when the lodging is contracted by the sponsor for the event, and the Appointing Authority has granted prior approval for attendance and lodging at the contracted rate and establishment.

**Out-of-State Travel**

**To any of the 49 other states**

Any limitations on lodging are placed by the appointing authority when approving travel. Lodging and meals may otherwise be claimed as follows (applies to all State employees):

With a lodging receipt	Actual cost of lodging; meals and incidentals, based on in-state rates and policies
Without a lodging receipt	Meals and incidentals, based on in-state rates and policies

## Out-of-Country Travel

Any limitations on lodging are placed by the Appointing Authority when approving travel. Lodging and meals may otherwise be claimed as follows (applies to all State employees):

Lodging	Actual expense, supported by receipt
Meals and Incidentals	Actual expense <i>up to</i> 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, in accordance with breakdown in Appendix B, Federal Travel Regulation Chapter 301

- ▶ [Foreign Per Diem Rates](#) - Maximum rates of per diem allowances for travel in foreign areas
- ▶ [Appendix B: Daily Breakdown of the Per Diem Rates](#)

## Long-term Travel

Reimbursement for long-term meals and receipted lodging will be authorized when the traveler incurs expenses in one location comparable to those arising from the use of commercial establishments catering to the long-term visitor. Meals and/or lodging provided by the state shall not be claimed for reimbursement. With approval of the appointing power and upon meeting the criteria in (3) below, an employee on long-term field assignment who is living at the long term location may claim either:

- (1) \$24.00 for meals and incidentals and up to \$24.00 for receipted lodging for travel of 12 hours up to 24 hours; or
- (2) Reimbursement for actual individual expense, substantiated by receipts, for lodging, utility gas and electricity, up to a maximum of \$1130 per calendar month while on the long term assignment, and \$10.00 for meals and incidentals, without receipts, for each period of 12 to 24 hours; \$5.00 for meals and incidentals for periods of less than 12 hours at the long term location.
- (3) To claim expenses under either (1) or (2) above the employee must meet the following criteria:
  - (a) The employee continues to maintain a permanent residence at the primary headquarters, and
  - (b) The permanent residence is occupied by the employee's dependents, or
  - (c) The permanent residence is maintained at a net expense to the employee exceeding \$200 per month.
  - (d) The employee must submit substantiating evidence of these conditions to the appointing power in accordance with its requirements.
- (4) Employees who do not meet the criteria to claim (1) or (2) above may claim \$12.00 for meals and incidentals and \$12.00 for receipted lodging for every 12 to 24 hours at the long term location; \$12 for meals OR \$12 receipted lodging for periods of less than 12 hours at the long term location.

- (5) With approval of the Appointing Power, the reimbursement of long term lodging may continue when the employee is away for the long term location on short term business travel or other absences from that location as approved by the Appointing Authority.

### **Personal Vehicle Mileage Reimbursement**

*The following rates apply only to approved personal vehicle mileage for State business travel incurred on or after the effective dates of the memorandum of understanding and/or the DPA Travel Rules. Claims submitted after the effective date for mileage incurred prior to the effective date will be reimbursed at the rate previously in effect for the employee.*

Employees must have advance approval by the Foundation to drive a personal vehicle (see Vehicle Use Policy at [www.csuchico.edu/rfdn/Vehicle use policy 2-06](http://www.csuchico.edu/rfdn/Vehicle%20use%20policy%202-06)). Mileage reimbursement rates are as follows:

<b>Vehicle Type</b>	<b>Mileage reimbursement rate</b>
Personal vehicle	58.5 cents per mile
Private aircraft	None as all is IRS taxable
Bicycle	None as all is IRS taxable

An employee may claim mileage to/from a common carrier, as long as no parking expense is incurred at the terminal. Reimbursement is calculated using the rate above, multiplied by twice the distance to the terminal. Mileage covers gasoline, the cost of maintenance (oil, lube, routine maintenance), insurance (liability, damage, comprehensive and collision coverage), licensing and registration, depreciation, and all other costs associated with operation of the vehicle.

### **Required Receipts**

Airfare	Required
Lodging	Required
Car Rentals	Required
Conference registration fees	Required
Railroad or Bus Fares	Required if greater than \$25
Streetcar, ferry, bridge or road tolls, rapid transit, taxi, shuttle, parking	Required if greater than \$10
Telephone, fax	Required if greater than \$5