The CA State Travel Rates are used only on state funded grants and contracts. Please contact your RESP Grant/Contracts Analyst to determine if you should use CA State Travel rates.

**Meals and Incidentals In-State**

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Maximum Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Actual expense up to $7</td>
</tr>
<tr>
<td>Lunch</td>
<td>Actual expense up to $11</td>
</tr>
<tr>
<td>Dinner</td>
<td>Actual expense up to $23</td>
</tr>
<tr>
<td>Incidentals</td>
<td>Actual expense up to $5</td>
</tr>
</tbody>
</table>

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

- **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

**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

Incidental expenses may be claimed for each 24 hour period. Incidentals do not include taxicab fares, lodging taxes or the costs of fax, telephone or internet.

**Lodging 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 $90 per night, plus tax
- **Napa, Riverside, and Sacramento**: Actual expense up to $95 per night, plus tax
- **Los Angeles, Orange, Ventura counties and Edwards AFB, excluding the city of Santa Monica**: Actual expense up to $120 per night, plus tax
- **Alameda, Monterey, San Diego, San Mateo and Santa Clara counties**: Actual expense up to $125 per night, plus tax
- **San Francisco County and the City of Santa Monica**: Actual expense up to $150 per night, plus tax

**Original Receipt Requirements**

- Airfare: Required
- Car Rentals: Required
- Conference registration fees: Required
- Meals & incidentals: Required
- Lodging: Required
- Railroad or Bus Fares: Required
- Streetcar, ferry, bridge or road tolls, rapid transit, taxi, shuttle, parking: Required
- Telephone, fax, internet: Required (not included in incidentals)

**Maximum Mileage Rate Allowed**

- Effective 1/1/2015: 57.5 cents per mile
- Effective 1/1/2014: 56 cents per mile