

CA State Travel Rates Guidelines

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

The travel rules of the agency issuing the agreement and those cited in the award should be carefully reviewed as they take precedence over Chico State Enterprises (CSE) reimbursement rates. Please check with your CSE analyst for a determination of which travel regulations apply to your state supported project. When the agreement refers to [CA State Travel Rates \(CSR\)](#) the following guidelines apply. All reimbursement rates are maximums, not allowances. Employees may claim only their actual expenses up to the maximums and must have original, itemized receipts to substantiate the amounts claimed. 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 provided, 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 \$7
Lunch	Actual expense up to \$11
Dinner	Actual expense up to \$23
Incidentals	Actual expense up to \$5

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:

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
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

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 \$90 per night, plus tax
Napa, Riverside, and Sacramento Counties	Actual expense up to \$95 per night, plus tax
Marin	Actual expense up to \$110 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
Monterey and San Diego Counties	Actual expense up to \$125 per night, plus tax
Alameda, San Mateo and Santa Clara counties	Actual expense up to \$140 per night, plus tax
City of Santa Monica	Actual expense up to \$150 per night, plus tax
San Francisco County	Actual expense up to \$250 per night, plus tax

Use of Third-Party Vendor (i.e., Priceline.com, Expedia.com, Travelocity.com, Hotels.com, etc.)

In the event an employee chooses to use a third-party vendor to make travel arrangements, the following instructions must be 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 awarding agency 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 awarding agency 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 (attach itemized receipts)	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, in accordance with breakdown in Appendix B, Federal Travel Regulation Chapter 301

Long-Term Travel

Reimbursement for long term meals and receipted lodging may be authorized by the awarding agency when a traveler is on an assignment of 31 days or more in a single location that is at least 50 miles away from the individual's home and place of employment. Please check with your CSE analyst to confirm that long term travel is authorized under the agreement and to obtain the most current long term travel rates.

Personal Vehicle Mileage Reimbursement

See the [CSE Vehicle Use Policy](#) for employees who drive as a required part of their position two or more times per week and the [state mileage reimbursement rate for the use of personal vehicles](#).

Original Required Receipts

Airfare	Required
Car Rentals	Required
Conference registration fees	Required
Meals & Incidentals	Required- itemized
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)