

CA STATE TRAVEL RATES GUIDELINES

Revised 1/1/2019

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 Foundation reimbursement rates. Please check with your RESP analyst for a determination of which travel regulations apply to your state supported project. When the agreement refers to CA State Travel Rates (formerly Department of Personnel Administration (DPA) Travel Rates) 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, 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:

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|-------------|---------------------------|
| 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:

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|----------------------------------|--------------------------|
| 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:

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| 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):

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|---------------------------|---|
| 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):

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| Lodging | Actual expense, supported by receipt |
| Meals and Incidentals (attach itemized receipts) | 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 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 RESP 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

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| Employees who drive as a required part of their position two or more times per week, (see Vehicle Use Policy at (https://www.csuchico.edu/rfdn/human-resources/policies.shtml) . The state mileage reimbursement rate for the use of personal vehicles is located at http://www.calhr.ca.gov/employees/Pages/travel-personal-vehicle.aspx . |
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Original Required Receipts

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| 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) |