

CA State Travel Rates – Quick Check

Revised 1/01/2019

For detailed information see the [CA State Travel Rates Guidelines](#)

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

Breakfast	Actual expense up to \$7
Lunch	Actual expense up to \$11
Dinner	Actual expense up to \$23
Incidentals	Actual expense up to \$5

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 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

Original Receipt Requirements

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)

Maximum Mileage Rate Allowed

Effective 1/1/2019 58.0 cents per mile
 Effective 1/1/2018 54.5 cents per mile