

CA State Travel Rates – Quick Check

Revised 1/8/24

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 \$13
Lunch	Actual expense up to \$15
Dinner	Actual expense up to \$26
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 maximum lodging reimbursement rates per night is available on the [CA State Travel Rates Guidelines](#).

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 1/1/2024 67 cents per mile