

Travel Guidelines for State Contracts

You will be reimbursed for your travel and per diem expenses according to the General Service Administration (GSA) and the Department of Human Resources (CalHR) regulations. These guidelines provide for the reimbursement of necessary out-of-pocket expenses incurred while traveling on official state business. Because you are working on or participating in a state-funded project, these guidelines must be followed. Reimbursement limits have been established for each expense type. The amount of reimbursement you receive for each day of travel is related to the circumstances of your trip (i.e., length of stay, destination, etc.).

You may claim only your actual expenses and must submit ORIGINAL RECEIPTS substantiating the amounts claimed. For per diem expenses, COPIES OF ORIGINAL RECEIPTS may be submitted. However, in the event of an audit, you must be prepared to furnish receipts substantiating the amounts claimed.

Per Diem:

- The following reimbursements are maximums, not allowances. You may claim only your actual expenses for meals.
- No reimbursement will be given for meals that were provided at the training/course.
- If travel is within 50 miles of your home or workplace, you are not eligible for meal reimbursement.
- For each full 24-hour period of travel, you may claim the following:

Breakfast	Actual expense up to \$7 if travel begins at or before 6:00 a.m./travel ends after 9:00 a.m.
Lunch	Actual expense up to \$11 if travel begins at or before 11:00 a.m./travel ends after 2:00 p.m.
Dinner	Actual expense up to \$23 if travel begins at or before 5:00 p.m./travel ends after 7:00 p.m.
Incidentals	Actual expense up to \$5 for every 24 hours of travel. Incidentals are tips given for any reason, i.e., cab fare, bellman, concierge.

- For travel lasting less than 24 hours, you may claim breakfast and/or dinner based on the following timeframes:

Breakfast	Trip begins at or before 6:00 a.m.
Dinner	Trip ends after 7:00 p.m.
<i>You may not claim lunch or incidentals on one-day trips. When trips are less than 24 hours and there is no overnight stay, meals claimed are subject to income tax withholding in accordance with IRS regulations.</i>	

Lodging:

- Actual lodging expense, supported by a receipt, will be reimbursed at a state rate up to:

- \$150 per night plus tax in City of Santa Monica, \$250 in San Francisco City & County
- \$125 per night plus tax in San Diego & Monterey counties
- \$140 per night plus tax in Alameda, San Mateo, and Santa Clara counties -
- \$120 per night plus tax in Los Angeles, Orange, and Ventura counties and Edwards AFB, excluding the City of Santa Monica
- \$110 per night plus tax in Marin County
- \$95 per night plus tax in Napa, Riverside, and Sacramento counties
- # \$90 per night plus tax in all other counties/cities not listed above

- Rates that exceed these limits are incurred at your own expense. _____
- Full payment for lodging expenses must be shown on the original itemized receipt. _____
- If travel is within 50 miles of your home or workplace, you are not eligible for lodging reimbursement.
- Please refer to the following website: <http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx>

Mileage versus Airfare:

- You will be reimbursed for the least expensive method of transportation. _____
- If you choose to drive, mileage will be reimbursed at the cost of airfare and not at actual mileage driven (only if mileage exceeds airfare).
- Mileage will be reimbursed at \$0.58 cents per mile for personal vehicles (*a vehicle license plate number is required for reimbursement*).
- State/county/city/rental car vehicles are not eligible for mileage reimbursement.

Rental Cars:

- Rental cars will be reimbursed at the state rate when rented from an authorized rental car agency.
- Additional insurance coverage purchased by you through the rental car company will not be reimbursed.
- Gasoline purchased through the rental car company will not be reimbursed.

Miscellaneous:

- Parking will be reimbursed at the "self-parking" rate, unless only valet parking is available.