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

The following reimbursement rates are maximums, not allowances. Employees may claim only their actual expense and must have receipts substantiating the amount claimed. The reimbursement rate for Excluded/Exempt employees and Represented employees in Bargaining Units (BU) 1, 3, 4, 5, 6, 7, 8, 11, 12, 14, 15, 16, 17, 18, 19, 20, and 21 is as follows:

- Breakfast: $7
- Lunch: $11
- Dinner: $23
- Incidentals: $5

For employees represented by BU 2, BU 10, and BU 13 please review your existing MOU for current rates.

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

TRIPS OF LESS THAN 24 HOURS

For travel lasting less than 24 hours, employees may claim breakfast and/or dinner (as noted above), based on the following timeframes:

Fractional day of travel

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

*Employees may **not** claim lunch or incidentals on one-day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.*

Employees may ***not*** claim meals provided by the State, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

No meal expense may be claimed or reimbursed more than once in any given 24-hour period.
Updated 10/22/2013

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 reimbursement rate for Excluded/Exempt employees and Represented employees in Bargaining Units (BU) 1, 3, 4, 5, 6, 7, 8, 11, 12, 14, 15, 16, 17, 18, 19, 20, and 21 is as follows:

- All Counties/Cities located in California (except as noted below):
  Actual lodging expense, supported by a receipt, up to $90 per night, plus tax.

- Napa, Riverside, and Sacramento Counties:
  Actual lodging expense, supported by a receipt, up to $95 per night, plus tax.

- Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica:
  Actual lodging expense, supported by a receipt, up to $120 per night, plus tax.

- Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties:
  Actual lodging expense, supported by a receipt, up to $125 per night, plus tax.

- San Francisco County and the City of Santa Monica:
  Actual lodging expense, supported by a receipt, up to $150 per night, plus tax.

For employees represented by BU 2, BU 10, and BU 13, please review your existing MOU for current rates.

Updated 10/22/2013

Department of Human Resources

Memorandum

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel/Relocation Programs – 2014 Mileage Reimbursement Rate for Use of Personal Vehicle	REFERENCE NUMBER: PML 2013-043
DATE ISSUED: 12/17/2013	SUPERSEDES:

This memorandum should be forwarded to:

Accounting Officers
Budget Officers
Claims Coordinators
Employee Benefit Officers
Labor Relations Officers
Personnel Officers
Personnel Transactions Staff
Personnel Transactions Supervisors
Travel and Relocation Liaisons

FROM: Department of Human Resources Benefits and Training Division

CONTACT: Ray Asbell, Statewide Travel/Relocation Program Manager
Phone: (916) 324-0526
Fax: (916) 324-3213
Email: Ray.Asbell@calhr.ca.gov

Effective January 1, 2014, the personal vehicle mileage reimbursement rate for all State employees will be 56 cents per mile (CPM). The relocation/moving mileage reimbursement rate for all current State employees and New-Hires to State service will now be 23.5 CPM.

The State mileage rates mirror those of the Internal Revenue Service's (IRS) published mileage reimbursement rates. CalHR will notify departments via PML should there be any subsequent changes to the IRS rates.

If you have questions or need assistance with the information provided above, please contact Ray Asbell.

/s/Darlene Schell

Darlene Schell, Chief
Benefits and Training Division