

Cal OES# 6051-4
CAL FIRE# 7CA02564
USFS# I5-FI-11052012-107
NPS# P14AC01610
BLM# BAA151002
FWS# FFF300008-15-002
BIA# A15ACPRO01

EXHIBIT "H"
IN-STATE TRAVEL AND INCIDENT RELATED
EXPENSES RENTAL VEHICLES

This section of Exhibit "H" is to identify both allowable and non-allowable expenses when renting a vehicle. Items listed adhere to the state rental agreement.

Items listed below are NOT allowable expenses:

- Personal accident insurance, personal effects coverage or other optional coverage
- No pre-payment of fuel
- No payment of extension costs or late return
- Airport pickups are discouraged
- GPS unit
- Road Side Service

Items listed below are REQUIRED to secure reimbursement:

- Vehicle returned with a full tank
- Exit invoice
- Use of economy vehicle recommended
- Vehicle determination should be based on your incident position, unless you are carpooling
- At time of rental you may need to make remarks on your contract that this vehicle is going to an incident base camp and may be driven off pavement
- If your agency provides a travel/expense card, rental and fuel must be paid by agency card

All other considerations must have prior approval from the incident.

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Rental vehicle reimbursement will use the state rates listed below as the maximum allowable charge:

STATE OF CALIFORNIA SHORT TERM RENTAL COST TABLE EFFECTIVE MARCH, 1, 2016 WILL BE USED FOR A MAXIMUM AMOUNT ALLOWABLE FOR REIMBURSEMENT.

VEHICLE CLASS TYPE	DAILY	WEEKLY	MAXIMUM CAP RATE DAILY
Compact	\$33.00	\$132.00	\$50.00
Mid-Size/Intermediate	\$33.00	\$132.00	\$50.00
Full-Size	\$35.00	\$140.00	\$53.00
Mini Van	\$56.00	\$224.00	\$78.00
Four Wheel Drive (4WD)/Sport Utility Vehicle	\$56.00	\$224.00	\$78.00
Pick Up Truck	\$70.00	\$280.00	\$94.00
Hybrid Electric Vehicle	\$42.00	\$168.00	\$62.00
Plug-In Hybrid Electric Vehicle/Zero Emission Vehicle	\$42.00	\$168.00	\$62.00

Rental vehicles authorized on the resource order do not need additional incident approval. The cost of the rental vehicle, if incurred by the local agency, and the fuel purchased to operate the rental vehicle must be submitted on the Travel and Incident Related Expense Log with receipts taped or photo copied. Rental vehicles that are not authorized on the resource order must receive the formal written approval from the incident as identified on page H-1 of this exhibit.

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Check List:

- ┌ General Message Form 213 signed by the Incident Commander, Finance Section Chief of Business Advisor
- ┌ S# documented on the General Message Form 213 and F-42 F-42
- ┌ Travel and Expense Log with expense documented in date order
- ┌ Receipt(s)* taped on all sides to an 8 ½ x 11 sheet of paper in date order (photocopies preferred)
*Receipt(s) for meals and incidentals are not required
- ┌ If renting a vehicle, must submit exit invoice

If costs are associated with food or lodging, the reimbursement will be limited to the California Standard Per Diem Rates in effect at the time of response:

- Breakfast - \$7.00
- Lunch - \$11.00
- Dinner - \$23.00
- Incidentals - \$5.00 (only after the first 24 hours)
- Lodging:
 - 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.

