

STATE REIMBURSEMENT RATES

Meals

The following reimbursement rates are *maximums, not allowances*.

For travel lasting 24 hours or more, employees may claim meals (as noted below), based on the following timeframes:

First day of travel

- Trip begins at or before 6 am - Breakfast may be claimed – up to \$7.00
- Trip begins at or before 11 am - Lunch may be claimed – up to \$11.00
- Trip begins at or before 5 pm - Dinner may be claimed – up to \$23.00

Continuing after 24 hours

- Trip ends at or after 8 am - Breakfast may be claimed – up to \$7.00
- Trip ends at or after 2 pm - Lunch may be claimed – up to \$11.00
- Trip ends at or after 7 pm - Dinner may be claimed – up to \$23.00
- Incidentals: \$5

Fractional day of travel

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed – up to \$7.00
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed - \$23.00

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.

Travel

Reimbursement for transportation expenses will be based on the method of transportation that is in the best interest of the state, considering both direct expense and the employee's time.

Lodging

Itemized receipts are required for all lodging expenses and must be generated by the commercial establishment. The receipt is to include the name and address of the hotel, the employee's check-in date, check-out date, an itemization of expenses incurred, and payment made.

All counties except those listed	Sacramento, Napa, Riverside	Marin	Los Angeles, Orange, Ventura & Edwards AFB, (excluding the City of Santa Monica	San Diego, Monterey	Alameda, San Mateo, Santa Clara	City of Santa Monica	San Francisco
\$90	\$95	\$110	\$120	\$125	\$140	\$150	\$250

Mileage

Personal Vehicle \$0.575 per mile.

Car Rental

<https://www.documents.dgs.ca.gov/ofa/Travel/CarRental/CarRentalRates.pdf>

The Travel department performs a cost comparison for mileage vs cost of rental car from Enterprise and reimburses the lesser.

Further information can be found at: <http://www.calhr.ca.gov/employees/Pages/travel-meals.aspx>