

## State Reimbursement Rates and Allowable Expenses (February 2020)

Allowable reimbursable expenses are listed in the table below.

This information should be used as a guide when you prepare the TDe-290 Reimbursement Claim and TDe-290A Reimbursement Claim Support Document for agency reimbursement, or the STD 262A for reimbursement of individuals.

### Meals

The following State 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. Tips are not reimbursable.

### Transportation

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.

Allowable forms of transportation include:

- **Airline fare**
- **Airport Parking**
- **Car Rental**
- **Taxi/Uber/Lyft – Tips are not reimbursable**
- **Tolls**

**Please note:** Receipts and itineraries are required to be included in requests for reimbursement.

## State Reimbursement Rates and Allowable Expenses (Cont'd)

<b>Lodging</b>							
Approved only for the night before the event through to the last day of the event.							
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
				Negotiated Rate for MCTE \$174.00			

<b>Mileage</b>
Personal Vehicle: \$0.575 per mile.

<b>Car Rental</b>
The Travel department performs a cost comparison for mileage vs cost of rental car from Enterprise and reimburses the lesser.
More information can be found on the DGS web site: <a href="http://dgs.ca.gov">DGS - State Travel Program - Car Rental Resources for State Travel (dgs.ca.gov)</a>

<b>Wages</b>
Documented wages (straight time salary and benefits) <ul style="list-style-type: none"> <li>▪ For reasonable travel time</li> <li>▪ For reasonable time at the forum</li> </ul>