

## State of California Travel Reimbursement Rates for Travelers Using First 5 California Funding

This travel document was developed for in-state travel related to First 5 California-funded programs. The rates, terms, and conditions below are based on the travel rules set by the California Department of Human Resources.

### Travel Time

Travel time is the time spent getting to and from the service location. This includes the time traveled between multiple locations when visiting more than one service site on a single trip.

### Hotel/Lodging

Hotel/lodging (a good and moderately priced commercial lodging establishment such as hotel, motel, or bed and breakfast) expenses are applicable when State business requires an overnight stay.

Lodging rates will be reimbursed for actual, receipted lodging, plus applicable mandatory taxes and fees in accordance with the following policy and published lodging maximums:

County Lodging Rates	Effective 9/1/2013 – 6/30/2016	Effective 7/1/2016 – Present
All counties except those listed below	Up to \$90.00 + tax	Up to \$90.00 + tax
Napa, Riverside, and Sacramento	Up to \$95.00 + tax	Up to \$95.00 + tax
Marin	Up to \$90.00 + tax	Up to \$110.00 + tax
Los Angeles, Orange, Ventura, and Edwards AFB	Up to \$120.00 + tax	Up to \$120.00 + tax
Monterey and San Diego	Up to \$125.00 + tax	Up to \$125.00 + tax
Alameda, San Mateo, and Santa Clara		Up to \$140.00 + tax
City of Santa Monica	Up to \$150.00 + tax	Up to \$150.00 + tax
San Francisco		Up to \$250.00 + tax

When third-party vendors, such as Expedia.com, Travelocity.com, etc., are used to book travel, the lodging establishment and the third-party vendor must furnish separate receipts showing check-in date, check-out date, nightly room rate and taxes, and total amount paid. Service fees must be shown separately. The traveler must verify that both receipts can be obtained prior to making the reservation.

### Meal Expenses (allowances)

Standard meal allowances are based on travel departure and return times. Reimbursement is subject to the maximum rates. The following information is provided to assist the traveler in claiming meal expenses based on their travel times:

Effective 9/1/2013 – present	Breakfast (Maximum allowed: \$7.00)	Lunch (Maximum allowed: \$11.00)	Dinner (Maximum allowed: \$23.00)	Incidentals
First day of travel (if the trip began at or before)	6:00 a.m.	11:00 a.m.	5:00 p.m.	\$5.00 per day – every 24 hours
Continuing travel after 24 hours (if the trip ended at or after)	8:00 a.m.	2:00 p.m.	7:00 p.m.	
Fractional day travel for trips less than 24 hours	If travel began at or before 6:00 a.m. and ended at or after 9:00 a.m.	No Lunch may be claimed	If travel began at or before 4:00 p.m. and ended at or after 7:00 p.m.	N/A

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### Other Considerations Regarding Meal Expenses

- Reimbursement shall not be made for meals and lodging expenses incurred within 50 miles of home or headquarters.
- If the fractional day includes an overnight stay, receipted lodging may be claimed.
- No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any twenty-four (24)-hour period.
- Lunch or incidentals may not be claimed on fractional day travel for trips less than 24 hours.
- When trips are less than 24 hours and there is no overnight stay, meals claimed are taxable.
- Meals provided by the state, included in hotel expenses or conference fees, included in transportation costs such as airline tickets, or meals that are otherwise provided, may not be reimbursed.

### Mileage

Mileage will be reimbursed when using a personal vehicle, as shown in the table below. A copy of a map (MapQuest, Google, etc.) showing the mileage needs to be attached as support to mileage claimed.

Effective dates	1/1/2015 – 12/31/2015	1/1/2016 – 12/31/2016	1/1/2017 – Present
Mileage Rate	\$0.575 per mile	\$0.54 per mile	\$0.535 per mile

### Receipts

Receipts are required for every item of expense of \$25 or more. Receipts shall be submitted with claims for every item of business expense, except for actual expenses as follows:

- Railroad and bus fares of less than \$25 when travel is wholly within California.
- Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of \$10 or less for each continuous period of parking or each separate transportation expense noted in receipt policy.
- Telephone, fax, or other necessary state business costs of \$5 or less.

It is the traveler's responsibility to maintain receipts and records of the actual travel expenses. Receipts must be made available for audit upon request by employing departments, state control agencies, and/or the Internal Revenue Service. The absence of a receipt shall result in the reduction of the amount claimed to the non-receipted amounts above.

### Other Considerations Regarding Travel:

- Tips paid on taxis or Uber-type services will not be reimbursed.
- Travelers must use the most economical parking at airports.
- No valet parking is allowed at hotels or any other location. If no other option available, a justification is required
- Reimbursement for transportation expenses will be only for the method of transportation in the best interest of the State.
- When choosing a method of transportation considered not in the best interest of the State (i.e., driving a personal vehicle instead of flying), reimbursement will be the lower amount.
- Book airline tickets at least two weeks in advance. Book economy class seats only (no first class or business class).

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- If a rental car is used, re-fuel the car prior to returning instead of letting the rental company fill the tank. Their charges greatly exceed the average amounts charged by gasoline service stations and will not be reimbursed at the rate charged by the rental companies.