



**DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL PROGRAM
TRAVEL BULLETIN**

Travel Bulletin: 23-07

Date Issued: December 12, 2023

Subject: CalHR Policy Update – Increase to Short-Term Lodging Expense Reimbursement Rates

Reference: CalHR Human Resources Manual Section 2203

- Purpose** This Travel Bulletin is to alert all Travel Coordinators, Accounting Officers, and Travelers that on December 11, 2023, CalHR announced an increase to the short-term lodging expense reimbursement rates within the existing business and travel reimbursement policy ([CalHR Manual Section 2203](#)).
- Information** CalHR released the updated [CalHR Manual Section 2203](#) to reflect the short-term lodging reimbursement rate increases that will take effect on January 1, 2024, for travel that occurs on or after January 1, 2024.
- Guidance** The DGS Statewide Travel Program is actively collaborating with hotel partners to communicate the changes and ensure that state government rates in the online booking tool (Concur) reflect CalHR's new short-term lodging reimbursement rates.
- Please note:*
- Travelers will see conflicting state government rates in Concur, as hotel partners will load the new rates at different times. Travelers will still be able to select lower rates, where available.
 - Travelers should continue to verify current lodging reimbursement rates per their respective bargaining unit/MOU and the CalHR Manual Section 2203.
 - Travelers should never select “government,” “federal government” or “government/military” rates as the hotel will require a federal government ID.

Resources

The CalHR Benefits Division will provide future updates on these efforts through various forums and HR Announcements. Agency travel staff may sign up to receive updates for “Policy Memos” (HR Announcements) on [CalHR's Subscriptions Page](#).

Contact

Please remit questions related to the new lodging reimbursement rates to the contact below.

CalHR Benefits Division

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