

HUMAN RESOURCES MEMORANDUM 13-016		DATE ISSUED: August 29, 2013
SUBJECT: Travel/Relocation Programs – Lodging/Per Diem Increase for SEIU, CAHP, PEGC, and Excluded Employees		REFERENCE: PML 2013-026
TO: Managers, Supervisors, Personnel Liaisons and Attendance Clerks		SUPERCEDES: HR Memo 2013-012

PLEASE ENSURE THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

This memo updates HR Memo 2013-012 with a minor change that will take place for Per Diem reimbursement rates that apply to SEIU [Bargaining Units (BU) 1, 3, 4, 11, 14, 15, 17, 20, and 21], CAHP (BU 5), and all non-Represented/Excluded/Exempt employees.

Employees represented by PEGC (BU 9) will see similar changes. Rank and file employees not represented by SEIU, CAHP, and PEGC will continue to use the rates found in their current contract until further notice.

Effective

September 1, 2013

Short-Term Lodging Rate Increases (SEIU, CAHP, and Excluded Employees)

The lodging reimbursement rate for an actual lodging expense, supported by a receipt, is up to \$90 per night (plus tax) for all counties/cities located in California except as noted below:

County	Lodging Reimbursement Rates
Napa, Riverside, and Sacramento	Actual lodging expense, <u>supported by a receipt</u> , 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, <u>supported by a receipt</u> , up to \$120 per night, plus tax.
Alameda, Monterey, San Diego, San Mateo, and Santa Clara	Actual lodging expense, <u>supported by a receipt</u> , up to \$125 per night, plus tax.
San Francisco County and the City of Santa Monica	Actual lodging expense, <u>supported by a receipt</u> , up to \$150 per night, plus tax.

Short-Term Lodging Rate Increases (PECG Employees Only)

The lodging reimbursement rate for an actual lodging expense, supported by a receipt, is up to \$90 per night (plus tax) for all counties/cities located in California except as noted below:

County	Lodging Reimbursement Rates
Napa, Riverside, and Sacramento	Actual lodging expense, <u>supported by a receipt</u> , 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, <u>supported by a receipt</u> , up to \$120 per night, plus tax.
Monterey and San Diego	Actual lodging expense, <u>supported by a receipt</u> , up to \$125 per night, plus tax.
Alameda, San Mateo, and Santa Clara	Actual lodging expense, <u>supported by a receipt</u> , up to \$140 per night, plus tax.
San Francisco County and the City of Santa Monica	Actual lodging expense, <u>supported by a receipt</u> , up to \$150 per night, plus tax.

Per Diem Rates (SEIU, CAHP, PECG, and Excluded Employees)

The new Per Diem rates are as follows:

Breakfast: \$7.00

Lunch: \$11.00

Dinner: \$23.00

Incidentals: \$5.00

Please note that employees may claim only their actual expense for meals. In the event of an audit, employees must be prepared to furnish receipts substantiating the amount claimed.

CalATERS

For departments using the California Automated Travel Expense Reimbursement System (CalATERS), a CalATERS letter will be released in the near future with information and instructions on how to address the above-referenced rate changes

Questions

If you have questions or need assistance with information provided above, please contact Ray Asbell, CalHR Statewide Travel/Relocation Program Manager, at (916) 324-0526 or email ray.asbell@calhr.ca.gov.

ANGIE BOLDRINI, Personnel Officer
Office of Human Resources

AB:tbw