

HUMAN RESOURCES MEMORANDUM 13-025		DATE ISSUED: October 11, 2013
SUBJECT: Travel/Relocation Programs – Lodging/Per Diem Increase for CCPOA, CSLEA, IUOE, UAPD, CAPT and AFSCME		REFERENCE: PML 2013-034
TO: Managers, Supervisors, Personnel Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

Effective October 1, 2013, the Department of Human Resources (CalHR) updated lodging and per diem reimbursement rates for official State travel for the following Bargaining Units (BU): CCPOA (BU 6), CSLEA (BU 7), IUOE (BU 12), UAPD (BU 16), CAPT (BU 18), and AFSCME (BU 19).

Rank and file employees whose BU has not reached an agreement with CalHR on a new contract will continue to use the rates found in their current contract until further notice.

Short-Term Lodging Rates

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.

Per Diem Rates

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.

California Automated Travel Expense Reimbursement System (CalATERS)

For departments using CalATERS, a 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