

<b>HUMAN RESOURCES MEMORANDUM 14-023</b>		DATE ISSUED: November 5, 2014
SUBJECT: <b>Travel/Relocation Programs – Lodging/Per Diem Increase for Bargaining Unit 10 and 13 Employees</b>		REFERENCE: PML 2014-031
TO: Managers, Supervisors, Personnel Liaisons, Attendance Clerks, Accounting Officers, Budget Officers and Claims Coordinators		SUPERSEDES: None

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

**Purpose**

Effective October 1, 2014, the Department of Human Resources (CalHR) has increased lodging and per diem reimbursement rates for official state travel for Bargaining Unit 10 (CAPS) and Bargaining Unit 13 (IUOE) employees.

**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.

**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 email Ray Asbell, CalHR Statewide Travel/Relocation Program Manager, or call (916) 324-0526.

**ANGIE BOLDRINI**, Personnel Officer  
Office of Human Resources

AB:tbw