

HUMAN RESOURCES MEMORANDUM 16-016		DATE ISSUED: 7/28/16
SUBJECT: Travel/Relocation Programs – Travel Reimbursement Rate Increases for Excluded Employees		REFERENCE: PML 2016-020
TO: DGS Managers and Supervisors, Personnel Liaisons, Attendance Clerks, Accounting Officers, Budget Officers, and Travel Coordinators		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

Effective July 1, 2016, the Department of Human Resources (CalHR) has increased official state travel lodging and private aircraft reimbursement rates for all Excluded employees.

Lodging Reimbursement Rates

County	Maximum Lodging Reimbursement Rate
All counties except those listed below	\$90
Napa, Riverside, Sacramento	\$95
Los Angeles, Orange, Ventura & Edwards AFB, excluding the City of Santa Monica	\$120
Monterey, San Diego	\$125
Alameda, San Mateo, Santa Clara	\$140
City of Santa Monica	\$150
San Francisco	\$250

Private Aircraft Mileage Reimbursement Rate

The reimbursement for an employee’s use of a privately owned aircraft on state business shall be at the Federal General Services Administration’s (GSA) Privately Owned Aircraft Mileage Reimbursement Rate, which is currently \$1.17 per statute mile.

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

For questions regarding this HR memorandum, please contact your designated Travel Coordinator.

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