

## CALIFORNIA STATE SHORT TERM TRAVEL REIMBURSEMENT PROGRAM

### CONDITIONS OF TRAVEL

Each State agency determines the necessity for and the method of employee business travel. Reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home and headquarters. Authority to approve exceptions was delegated to appointing powers as follows: to approve meals and/or lodging for employees on *travel* status away from, but within 50 miles of home and headquarters when there is a state need. Delegation does not extend to the approval of meals or lodging at either the home or headquarters location.

All travel must be approved in advance using EMSA EMPLOYEE TRAVEL REQUEST FOR TRAVEL OVER 50 MILES signed by the approving supervisor. Forward the signed travel request, along with meeting/conference flyer or pamphlet and agenda to the Travel Coordinator.

### LODGING REIMBURSEMENT RATES – IN STATE

Applicable when State business requires an overnight stay and the employee uses a good, moderately priced commercial establishment (*hotel, motel, bed and breakfast or public campground*) that caters to the short term traveler. Employees must book lodgings through Concur/CalTravelStore. <http://www.caltravelstore.com>.

(Do Not use 3<sup>rd</sup> party vendors such as Priceline, Hotels.com)

COUNTIES	RATE
All Counties except those listed below	\$107.00 plus tax
Riverside	\$142.00 plus tax
Sacramento	\$145.00 plus tax
Marin	\$166.00 plus tax
Los Angeles, Orange, Ventura, Edwards AFB, excluding the city of Santa Monica	\$169.00 plus tax
Monterey	\$184.00 plus tax
Alameda	\$189.00 plus tax
San Diego	\$194.00 plus tax
Napa	\$195.00 plus tax
San Mateo	\$222.00 plus tax
Santa Clara	\$245.00 plus tax
San Francisco and CITY of Santa Monica	\$270.00 plus tax

### EXCESS LODGING

If lodging cannot be obtained for the allowable rates, an EXCESS LODGING RATE REQUEST STD Form 255C must be submitted along with sufficient justification, 3 hotels quotes, signed by the supervisor prior to the trip (CalTravelStore can provide quotes). If over \$270.00 per night, it must also be sent to CAL HR for approval at least **10 days prior to trip**.

### MEALS AND INCIDENTALS (each 24 hour period) FOR ALL EMPLOYEES

Breakfast - actual cost up to:	\$ 13.00
Lunch - actual cost up to:	\$15.00
Dinner - actual cost up to:	\$26.00
Incidentals - actual cost up to:	\$ 5.00

**Note (1):** Incidentals can only be claimed for fees and tips given to porters, baggage carriers, & hotel staff. Tips for meals or transportation are NOT reimbursable.

**Note (2):** Incidentals can only be claimed AFTER 24 hours.

**Note (3):** It is **YOUR** responsibility to retain all meal receipts for audit by the state or the IRS if asked.

### TIME FRAMES FOR ALL EMPLOYEES

#### FIRST DAY – TRIP OF MORE THAN 24 HOURS

Trip begins at or before 6:00 a.m.	may claim breakfast
Trip begins at or before 11:00 a.m.	may claim lunch
Trip begins at or before 5:00 p.m.	may claim dinner

#### FRACTIONAL DAY – AFTER 24 HOURS OF TRAVEL

Trip ends at or after 8:00 a.m.	may claim breakfast
Trip ends at or after 2:00 p.m.	may claim lunch
Trip ends at or after 7:00 p.m.	may claim dinner

#### FRACTIONAL DAY – TRIP OF LESS THAN 24 HOURS (ALL EMPLOYEES)

- Trip MUST begin at or before 6:00 a.m. AND end at or after 9:00 a.m. to claim breakfast.
- Trip MUST begin at or before 4:00 p.m. AND end at or after 7:00 p.m. to claim dinner.

**NO LUNCH OR INCIDENTALS MAY BE CLAIMED FOR PERIODS LESS THAN 24 HOURS. If there is no overnight stay, these meals are taxable.**

**NOTE:** Per the Bargaining Unit Contract, full meals included in airfare, or hotel and conference fees, or **otherwise provided may not also be claimed for reimbursement**. The same meal may not be claimed more than once on any date. Continental breakfasts of rolls, coffee and juice are not considered full meals.

### OUT-OF-STATE TRAVEL

Lodging w/receipt: actual expense (subject to department approval)

Meals/Incidentals: same rates/requirements as in-state reimbursements.

### MILEAGE REIMBURSEMENT/RATES

All privately owned vehicle mileage driven on State business is subject to advance approval by the appointing authority. STD. 261 form (Authorization to use Privately Owned Vehicle) must be on file with the manager and Human Resource Office and completed annually. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

#### Automobile (all employees) **\$0.67 per mile (1/1/24)**

Per the Bargaining Unit contract, when an employee is required to report to an alternative work location, the employee may be reimbursed for the number of miles driven in **EXCESS** of his/her normal commute to and from his/her assigned headquarters. Expenses arising from travel between home or garage and headquarters shall not be allowed regardless of the employee's normal mode of transportation. If travel begins and ends at headquarters, then reimbursement from headquarters to the destination and back is allowed.

### MILEAGE TO/FROM A COMMON CARRIER

When the employee travels to and/or from a common carrier terminal in a private vehicle and the vehicle is not parked at the terminal during the period of absence, the employee may claim double the number of miles for each way between the terminal and the employee's headquarters or residence, whichever is less. Exception to "whichever is less:" If the employee begins travel at least one hour before, or ends travel at least one hour after his/her regularly scheduled work day or travels on a regularly scheduled day off, mileage may be computed from his/her residence.

### TRAVEL CLAIMS

The original CalATERS Transmittal/Expense Detail pages signed by the supervisor and original receipts should be submitted to the Travel Coordinator **at least monthly**. List all travel, including department paid airfare and car rental. Include a MapQuest /Google Maps for any mileage being claimed, and any other supporting documentation. Submit travel claims by emailing [Service@emsa.ca.gov](mailto:Service@emsa.ca.gov) with the subject "TRAVEL – Your Name".

## TRANSPORTATION

Reimbursement for transportation expenses will be only for the method of transportation that is in the best interest, least costly for the State considering both direct expense and the employee's time away from the office.

**When an employee chooses, and a manager approves a method of transportation that is more costly than the normal method of travel, (use personal vehicle instead of State, rental car, or commercial airlines) reimbursement will be the lower amount.**

## AIRLINE TRAVEL

Book air travel through Concur/Caltravelstore at <http://www.caltravelstore.com>. When choosing Southwest, use the cheaper nonrefundable fares. Only Southwest does not charge for changing or cancelling a flight. To make changes/cancel a flight you must call Caltravelstore at (877)454-8785 at least one hour before the flight to receive a credit for future use. Use nonrefundable fares on other airlines when changes/cancellations are not likely. Parking will be reimbursed at the economy lot rate only.

## RENTAL VEHICLES

Enterprise Rent-A-Car is the primary vendor for providing rental vehicles to state employees on official business. The secondary vendor is National Car Rental but should only be used for travel outside of California. Car rental reservations can be made through Concur/Caltravelstore at <http://www.caltravelstore.com>. The traveler is responsible for adhering to all rental contract policies. Use State cars or airport shuttles whenever possible. Rental vehicles are appropriate when it is necessary to have the use of a vehicle while on travel status in order to conduct State business and there are no State cars available at the location to which you travel.

Only **Compact or Intermediate car rentals are allowed** for contracted state rates of \$37.75 daily. Renting larger/other than state rate vehicles requires **advance approval** and a Short Term Vehicle Justification form. <https://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam100.pdf>

All prior approvals for larger rental vehicles need to be submitted to EMSA Travel prior to the travel taking place. Submit a service ticket to [Service@emsa.ca.gov](mailto:Service@emsa.ca.gov), subject "TRAVEL – OFAM100 – YOUR NAME"

## GAS PURCHASE POLICY

To be reimbursed, submit a copy of the car rental agreement, final receipt, and original gasoline receipts.

Fuel receipts must include the amount paid, quantity of fuel purchased, date, and business name, (pre-paid fuel receipts are not allowed). ATM fees charged by fueling stations are not reimbursable (per SCO).

Gas is not reimbursable when driving a personal vehicle as the cost is already included in the rate per mile.

## RECEIPTS/TRAVEL AGENCY/LIAISON/MISC.

Receipts shall be submitted for every item of expense of \$25.00 or more (see below for exceptions). When receipts are not required to be submitted with a claim, it is the employees' responsibility to maintain receipts/records of their actual expenses. Receipts must be made available upon request to the department, state control agency and/or IRS.

**EXCEPTIONS:** Receipts are required for each item of expense for street car, ferry fares, bridge and road tolls, local transit, taxi (Uber/Lyft), shuttle or hotel bus and parking over \$10.00; business phone calls over \$5.00, ALL gas for rental vehicles, and ALL lodging – regardless of the amount. **Bank statements will not be accepted in lieu of a receipt.**

## TRAVEL HINTS:

- *Going on vacation? Have fun. But turn the State charged rental car in and rent one in your own name. State charged rentals are for business travel only. It is not ok to extend business rental agreements for personal use and pay the difference.*
- *If you lock the keys in a vehicle, YOU pay the locksmith! (Thank goodness, you're a member of a road service)!*
- *Parking tickets? Tow away charges? They are YOUR responsibility. You are not exempt from obeying traffic laws and parking limits, etc. while you are conducting State business.*
- *Receipts should be kept regardless of if they are required or not. You may be asked to provide proof of a claimed item. Again, bank statements are not acceptable.*

## TRAVEL EXPENSE REIMBURSEMENT



## STATE OF CALIFORNIA SHORT TERM TRAVEL EXPENSE REIMBURSEMENT PROGRAM SUMMARY

### ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

#### FOR ALL EMPLOYEES

Rates, timeframes and requirements in this pamphlet are applicable to all represented and excluded employees except as noted.

Additional details applicable to the travel reimbursement program may be found in the Bargaining Agreements, CalHR rules, SAM (Section 700), and in EMSA's department policies and procedures (under development).

This pamphlet is intended as a guide and overview only.

For travel information not contained in this pamphlet, contact **Ashley Reynolds, EMSA Travel Coordinator** at **916-639-7839** or **Ashley.Reynolds@emsa.ca.gov**.

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