

HUMAN RESOURCES MEMORANDUM 13-012		DATE ISSUED: July 30, 2013
SUBJECT: Travel/Relocation Programs – Lodging/Per Diem Increase for SEIU, CAHP, PEGG, and Excluded Employees		REFERENCE: PML 2013-022
TO: Managers, Supervisors, Personnel Liaisons and Attendance Clerks		SUPERSEDES:

PLEASE ENSURE THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Direction Effective July 1, 2013, the Department of Human Resources (CalHR) increased lodging and per diem reimbursement rates for official State travel for 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 PEGG (BU 9) will have similar rates. Employees not represented by SEIU, CAHP, and PEGG will continue to use the rates found in their current contract.

Short-Term Lodging Rate Increases (SEIU, CAHP, and Excluded Employees) All Counties/Cities located in California (except as noted below): Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.

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)

All Counties/Cities located in California (except as noted below): Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.

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 Rate Increases (SEIU, CAHP, PECG, and Excluded Employees)

The new Per Diem rates are as follows:

Breakfast	\$ 8.00
Lunch	\$ 12.00
Dinner	\$ 20.00
Incidentals	\$ 6.00

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) 324-3213 or email ray.asbell@calhr.ca.gov.

ANGIE BOLDRINI, Personnel Officer
Office of Human Resources

AB:tbw