

HUMAN RESOURCES MEMORANDUM 14-022		DATE ISSUED: November 5, 2014
SUBJECT: Travel/Relocation Programs – Lodging/Per Diem Increase for BU 2 (CASE) Employees		REFERENCE: PML 2014-030
TO: Managers, Supervisors, Personnel Liaisons, Attendance Clerks, Accounting Officers, Budget Officers and Claims Coordinators		SUPERSEDES:

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 employees represented by Bargaining Unit 2 (CASE).

Short-Term Lodging Rates for BU2 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.
Marin	Actual lodging expense, <u>supported by a receipt</u> , up to \$110 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 Rates The new Per Diem rates are as follows:

Breakfast	\$ 7.00
Lunch	\$ 11.00
Dinner	\$ 23.00
Incidentals	\$ 5.00

Per Diem Rates (Cont'd) 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) 324-0526 or email ray.asbell@calhr.ca.gov.

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Office of Human Resources

AB:tbw