



DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL MANAGEMENT PROGRAM
TRAVEL BULLETIN

Travel Bulletin: # 13-06

Effective Date: July 1, 2013

Expiration Date: N/A

SUBJECT: Lodging/Per Diem Rate Increases for SEIU, CAHP, PEGG, and Excluded Employees

REFERENCE: PML2013-022, Issued 7/11/2013

Purpose	This Travel Bulletin is to alert all Travel Coordinators, Accounting Officers and Travelers, that the Department of Human Resources (CalHR) has released a PML with increased lodging and per diem reimbursement rates for official State travel for SEIU and all non-Represented/Excluded/Exempt employees.
Short-Term Lodging & Per Diem Rate Increases	To view the Short-Term Lodging and Per Diem Rate Increases established in the PML2013-022, visit the CalHR website at: http://www.calhr.ca.gov/PML%20Library/2013022.pdf .
Concur Travel Websites	Please be aware that department Concur Travel sites are being updated with the new lodging rates, which may take up to 30 days. Until your site has been updated, if a Travel Rule Violation appears during your hotel booking, please use the reason code "Hotel Compliant" and continue to book your hotel within the new lodging rate increases.
Contact Information	If you have questions or need assistance with the information provided in the PML2013-022, please contact: Ray Asbell, Program Manager CalHR Benefits and Training Division Phone: (916) 324-0526 Fax: (916) 324-3213