

## California In-State Travel Rates and Policies

Excluded and Represented State Employees, Contractors, and Grantees

### 1. MEALS AND INCIDENTALS

The following reimbursement rates are maximums, not allowances. In the event of an audit, your agency must be able to produce receipts substantiating the amount claimed.

- Breakfast: \$7
- Lunch: \$11
- Dinner: \$23
- Incidentals: \$5

**Trips or 24 Hours or More** For travel lasting 24 hours or more, meals may be claimed (as noted above), based on the following timeframes:

#### First day of travel

- Trip begins at or before 6 am - Breakfast may be claimed
- Trip begins at or before 11 am - Lunch may be claimed
- Trip begins at or before 5 pm - Dinner may be claimed

#### Continuing after 24 hours

- Trip ends at or after 8 am - Breakfast may be claimed
- Trip ends at or after 2 pm - Lunch may be claimed
- Trip ends at or after 7 pm - Dinner may be claimed

**Trips of Less Than 24 Hours** For travel lasting less than 24 hours, breakfast and/or dinner may be claimed (as noted above), based on the following timeframes:

#### Fractional day of travel

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed
- Employees may not claim lunch or incidentals on one-day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.
- Employees may not claim meals provided by the state, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

No meal expense may be claimed or reimbursed more than once in any given 24-hour period.

### 2. LODGING REIMBURSEMENT – SHORT TERM TRAVEL

- Approved overnight lodging expenses may be reimbursed.
- Must stay at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc.
- Must provide a receipt to claim reimbursement; no reimbursement will be paid without a receipt.
  - All Counties/Cities located in California (except as noted below): Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.
  - Napa, Riverside, and Sacramento Counties: Actual lodging expense, supported by a receipt, 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, supported by a receipt, up to \$120 per night, plus tax.
  - Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties: Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.
  - San Francisco County and the City of Santa Monica: Actual lodging expense, supported by a receipt, up to \$150 per night, plus tax.