Travel and Per Diem

All travel expenses must adhere to current California Department of Human Resources (CalHR) **travel reimbursement guidelines**.

http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx

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Travel Regulations and Sources

- California Department of Human Resources (CalHR)

- CalATERS Global

- Department of General Services (DGS)

- State Administrative Manual (SAM)

- Travel Store and SAP Concur

*Links are on a handout I provided

Meals and Incidentals

Expense Item	Current Rate
Breakfast	$7.00
Lunch	$11.00
Dinner	$23.00
Incidentals	$5.00

Trips 24 Hours or More

First Day of Travel

Trip Time	Meal Type
Trip begins at or before 6:00 am	Breakfast may be claimed
Trip begins at or before 11:00 am	Lunch may be claimed
Trip begins at or before 5:00 pm	Dinner may be claimed

Continuing After 24 Hours

Trip Time	Meal Type
Trip ends at or after 8:00 am	Breakfast may be claimed
Trip ends at or after 2:00 pm	Lunch may be claimed
Trip ends at or after 7:00 pm	Dinner may be claimed

* Incidentals can be claimed for every 24 hours of your trip

Trips 24 Hours or More Example

- If you begin your travel at 11 am on a Monday, and your trip ends at 6pm on Wednesday you can claim:
  - Breakfast 2 times
  - Lunch 3 times
  - Dinner 2 times
  - Incidentals 2 times

Lodging Reimbursement

Counties / Cities	Lodging Expense (Supported by a Receipt)
All Counties/Cities in California (except as noted below)	Up to $90 per night plus tax
Napa, Riverside and Sacramento Counties	Up to $95 per night plus tax
Los Angeles, Orange and Ventura Counties and Edwards AFB (excluding the city of Santa Monica	Up to $120 per night plus tax
San Diego, Monterey	Up to $125 per night plus tax
Alameda, San Mateo, Santa Clara	Up to $140 per night plus tax
City of Santa Monica	Up to $150 per night plus tax
San Francisco	Up to $250 per night plus tax

When Pre-Approval is Required

- Any travel not already approved.

Hotels Exceeding Reimbursement Rates

- Hotels that cost more than the lodging reimbursement rate?
  - You CAN stay at a hotel that cost more, at your own expense.
  - The state will NOT approve a hotel that cost more.
- When Misty does your travel claim, she will note that the Board Member is aware that they will not be reimbursed more than the allowed lodging rate, and they are okay with paying the difference.

Exceeding Lodging Reimbursement Example

- If you are traveling to Sacramento, CA and the hotel you would like to stay at cost $200 a night.
  - State will only reimburse $95 a night
  - You are responsible for covering the additional $105 overage.

Personal Vehicle Mileage Reimbursement

Type	Reimbursement Rate Per Mile
Personal Vehicle (approved business/ travel expense)	$0.58

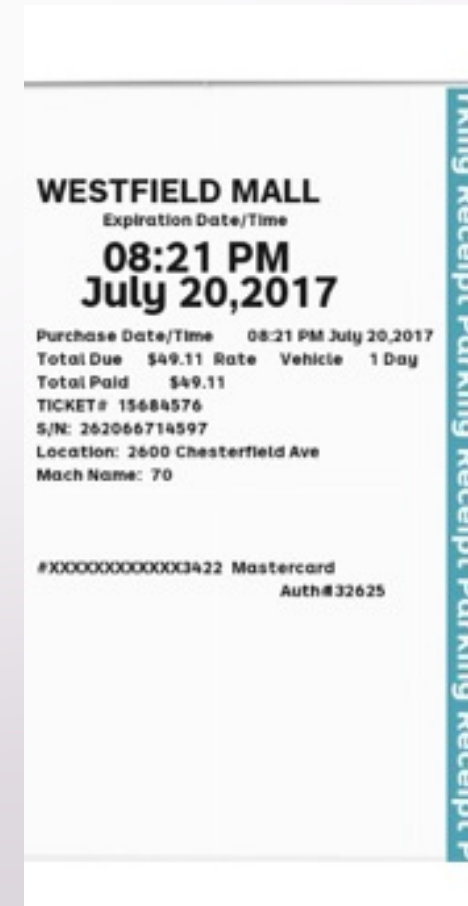**Mileage Reimbursement Covers**:

- Gasoline

Receipts that must be submitted for Reimbursement

- Lodging receipt
- Rental car receipt
- Refuel rental car
- Airline Itinerary
- All parking (Hotel, Airport, Parking Garage)
- Ride Share – Uber, Lyft
- Taxi
- Tolls
- Mileage rate

Examples of Valid Receipts

- No screen shots

- The receipt must be readable

- Scanned or original copies

* I will need these receipts within 7-10 days after travel has ended.

WESTFIELD MALL
Expiration Date/Time
08:21 PM
July 20,2017

Purchase Date/Time   08:21 PM July 20,2017
Total Due $49.11 Rate   Vehicle   1 Day
Total Paid $49.11
TICKET# 15684576
S/N: 262066714597
Location: 2600 Chesterfield Ave
Mach Name: 70

#XXXXXXXXXXXX3422 Mastercard
                                  Auth#32625

Concur Profile Information

- Log In
  - Username: CAL FIRE Email
  - Password: **** (See me for password)
- Profile (top right corner)
- Profile Settings
- Personal Information
- Fill in all of the Required information
  - Name, DOB, Address, Contact Information, etc.
- Click Save

Payment Method Information

- Once Logged In
- Click Profile (Top right Corner)
- Profile Settings
- Credit Card Information
- Add a Credit Card
- Fill in all the Required information
  - Name, Card Info, Billing Address, etc.
- Click Save

Where to find the Details

- CalHR:

http://www.calhr.ca.gov/employees/pages/travelreimbursements.aspx

- DGS

https://www.dgs.ca.gov/dgs/home.aspx

- SAM

http://sam.dgs.ca.gov/TOC.aspx

- Travel Store:

http://www.caltravelstore.com/

- Concur Travel Training:

http://www.dgs.ca.gov/travel/Resources/TrainingGuidesConcurTrainingDates.aspx

- Concur:

https://www.concursolutions.com/nui/signin