

**Title 2. Administration**  
**Division 1. Administrative Personnel**  
**Chapter 3. Department of Human Resources**  
**Subchapter 1. General Civil Service Rules**  
**Article 2. Traveling Expenses**  
**Section 599.619 Reimbursement for Meals and Lodging – Excluded Employees**

**Text of Proposed Regulation**

§ 599.619 Reimbursement for Meals and Lodging - Excluded Employees

The employee on travel status shall be reimbursed actual expenses for receipted lodging, and for meals and incidentals as provided in this section, unless directed to travel under the provisions of section 599.624.1 of these regulations. Lodging and/or meals provided by the state or included in hotel expenses or conference fees, or in transportation costs such as airline tickets, or otherwise provided shall not be claimed for reimbursement. Snacks and continental breakfasts, such as rolls, juice and coffee, are not considered to be meals. The circumstances of travel will determine the rate allowed.

(a) Short-term Travel. Reimbursement for short-term subsistence will be authorized only when the traveler incurs expenses arising from the use of reasonable, moderately priced commercial lodging and meal establishments, such as hotels, motels, bed and breakfast inns, campgrounds, restaurants, cafes, diners, etc. that cater to the general public. Employees who stay with friends or relatives may claim meals only in accordance with the rates and time frames set forth below. Lodging receipts are required. The short-term rate is intended for trips of such duration that weekly or monthly rates are not obtainable and will be discontinued after the 30th consecutive day assigned to one location unless an extension has been previously documented and approved by the appointing power. In extending short-term travel, the appointing power shall consider the expected remaining length of the travel assignment.

(1) In computing reimbursement for continuous short-term travel of more than 24 hours and less than 31 consecutive days, the employee will be reimbursed for actual costs up to the maximum allowed for each meal, incidental, and lodging expense for each complete 24 hours of travel, beginning with the traveler's times of departure and return, as follows.

(A) On the first day of travel on a trip of 24 hours or more:

Trip begins at or before 6am:	breakfast may be claimed on the first day
Trip begins at or before 11am:	lunch may be claimed on the first day
Trip begins at or before 5pm:	dinner may be claimed on the first day

(B) On the fractional day of travel at the end of a trip of more than 24 hours:

Trip ends at or after 8am:	breakfast may be claimed
Trip ends at or after 2pm:	lunch may be claimed
Trip ends at or after 7pm:	dinner may be claimed

If the fractional day includes an overnight stay, receipt lodging may be claimed. No meal or lodging expense may be claimed or reimbursed more than once on any given date or during any 24-hour period.

(C) Reimbursement shall be for actual expenses only, subject to the following maximum rates:

Meals:

<b><u>Meal and Incidental Expense Category</u></b>	<b><u>Current Reimbursement Rate Through December 31, 2023 for Actual Expense</u></b>	<b><u>Effective January 1, 2024: Reimbursement Rate for Actual Expense</u></b>
<u>Breakfast</u>	<u>Up to \$7</u>	<u>Up to \$13</u>
<u>Lunch</u>	<u>Up to \$11</u>	<u>Up to \$15</u>
<u>Dinner</u>	<u>Up to \$23</u>	<u>Up to \$26</u>
<u>Incidentals</u>	<u>Up to \$5</u>	<u>Up to \$5</u>
<u>Total Daily Maximum Allowance</u>	<u>Up to \$46</u>	<u>Up to \$59</u>

Breakfast	\$6.00
Lunch	\$10.00
Dinner	\$18.00
Incidentals	\$6.00

Receipts for meals must be maintained by the employee as substantiation that the amount claimed was not in excess of the amount of actual expense. The term incidentals includes but is not limited to expenses for laundry, cleaning and pressing of clothing, and fees and tips for services, such as for porters and baggage carriers. It does not include taxicab fares, lodging taxes or the costs of telegrams or telephone calls.

Lodging:

<u>County</u>	<u>Current Maximum Received Lodging Reimbursement Rate Through December 31, 2023</u>	<u>Effective January 1, 2024: Maximum Received Lodging Reimbursement Rate</u>
<u>All counties except those listed below</u>	<u>Actual lodging up to \$90 plus tax</u>	<u>Actual lodging up to \$107 plus tax</u>
<u>Alameda</u>	<u>Actual lodging up to \$140 plus tax</u>	<u>Actual lodging up to \$189 plus tax</u>
<u>City of Santa Monica</u>	<u>Actual lodging up to \$150 plus tax</u>	<u>Actual lodging up to \$270 plus tax</u>
<u>Los Angeles</u>	<u>Actual lodging up to \$120 plus tax</u>	<u>Actual lodging up to \$169 plus tax</u>
<u>Marin</u>	<u>Actual lodging up to \$110 plus tax</u>	<u>Actual lodging up to \$166 plus tax</u>
<u>Monterey</u>	<u>Actual lodging up to \$125 plus tax</u>	<u>Actual lodging up to \$184 plus tax</u>
<u>Napa</u>	<u>Actual lodging up to \$95 plus tax</u>	<u>Actual lodging up to \$195 plus tax</u>
<u>Orange</u>	<u>Actual lodging up to \$120 plus tax</u>	<u>Actual lodging up to \$169 plus tax</u>
<u>Riverside</u>	<u>Actual lodging up to \$95 plus tax</u>	<u>Actual lodging up to \$142 plus tax</u>
<u>Sacramento</u>	<u>Actual lodging up to \$95 plus tax</u>	<u>Actual lodging up to \$145 plus tax</u>
<u>San Diego</u>	<u>Actual lodging up to \$125 plus tax</u>	<u>Actual lodging up to \$194 plus tax</u>
<u>San Francisco</u>	<u>Actual lodging up to \$250 plus tax</u>	<u>Actual lodging up to \$270 plus tax</u>
<u>San Mateo</u>	<u>Actual lodging up to \$140 plus tax</u>	<u>Actual lodging up to \$222 plus tax</u>
<u>Santa Clara</u>	<u>Actual lodging up to \$140 plus tax</u>	<u>Actual lodging up to \$245 plus tax</u>
<u>Ventura &amp; Edwards AFB, excluding the city of Santa Monica</u>	<u>Actual lodging up to \$120 plus tax</u>	<u>Actual lodging up to \$169 plus tax</u>

Statewide, with receipts	Actual up to \$84.00 plus tax
When employees are required to do business and obtain lodging in the Counties of Los Angeles and San Diego	Actual lodging up to \$110.00 plus tax
When employees are required to do business and obtain lodging in the Counties of Alameda, San Francisco, San Mateo and Santa Clara	Actual lodging up to \$140.00 plus tax

If lodging receipts are not submitted, reimbursement will be for actual expenses for meals/incidentals only at the rates and time frames set forth in this section.

(2) In computing reimbursement for continuous travel of less than 24 hours, actual expenses, up to the maximums in subsection (C) above, will be reimbursed for breakfast and/or dinner and/or lodging in accordance with the following timeframes:

Travel begins at or before 6 a.m. and ends at or after 9 a.m.:	breakfast may be claimed
Travel begins at or before 4 p.m. and ends at or after 7 p.m.:	dinner may be claimed

If the trip of less than 24 hours includes an overnight stay, receipted lodging may be claimed

No lunch or incidentals may be reimbursed on travel of less than 24 hours.

(b) Long-term Travel. Reimbursement for long-term meals and receipted lodging will be authorized when the traveler incurs expenses in one location comparable to those arising from the use of commercial establishments catering to the long-term visitor. Meals and/or lodging provided by the state shall not be claimed for reimbursement. With approval of the appointing power and upon meeting the criteria in subsection (3) below, an employee on long-term field assignment who is living at the long-term location may claim either:

(1) \$24 for meals and incidentals and up to \$24 for receipted lodging for travel of 12 hours up to 24 hours; either \$24 for meals or up to \$24 for receipted lodging for travel less than 12 hours, or

(2) reimbursement for actual individual expense, substantiated by receipts, for lodging, utility gas and electricity, up to a maximum of \$1,130 per calendar month while on the long-term assignment, and \$10 for meals and incidentals, without receipts, for each period of 12 to 24 hours; \$5 for meals and incidentals for periods of less than 12 hours at the long-term location.

(3) To claim expenses under either subsection (1) or (2) above the employee must meet the following criteria:

(A) the employee continues to maintain a permanent residence at the primary headquarters, and

(B) the permanent residence is occupied by employee's dependents, or

(C) the permanent residence is maintained at a net expense to the employee exceeding \$200 per month.

(D) The employee must submit substantiating evidence of these conditions to the appointing power in accordance with its requirements.

(4) Employees who do not meet the criteria to claim expenses under subsection (1) or (2) above may claim \$12 for meals and incidentals and \$12 for receipted lodging for every 12 to 24 hours at the long-term location; \$12 for meals or \$12 receipted lodging for periods of less than 12 hours at the long-term location.

(5) With approval of the appointing power, the reimbursement of long-term lodging may continue when the employee is away from the long-term location on short-term business travel or other absences from that location as approved by the appointing authority.

(c) Out-of-State Travel. Out-of-state travel is any travel outside the State of California for the purpose of conducting business outside the State of California. For short-term out-of-state travel, employees will be reimbursed for actual lodging expenses, supported by a receipt, and will be reimbursed for meal and incidental expenses as defined in section 599.619(a) of these regulations. Failure to furnish lodging receipts will limit reimbursement to meals only at the rates specified in subsection (a). Long-term out-of-state travel will be reimbursed according to section 599.619(c) of these regulations.

(d) Out-of-Country Travel. For short-term out-of-country travel, employees will be reimbursed for actual lodging expenses, supported by a receipt, and will be reimbursed for actual meal and incidental expenses subject to maximum rates in accordance with the published government meal and incidental rates for foreign travel for the dates of travel. Failure to furnish lodging receipts will limit reimbursement to meals only in accordance with the published government meal and incidental rates for foreign travel. Long-term out-of-country travel will be reimbursed according to subsections 599.619(a), (b) and (c) of these regulations.

(e) Exceptions to reimburse in excess of the maximum lodging rate cited in subsection (a) of this regulation may be granted by the appointing power only in an emergency, or when there is no lodging available at the state maximum rate or when it is cost effective. The appointing power shall document the reasons for each exception and shall keep this documentation on file for three calendar years from the date of the exception.

NOTE: Authority cited: Sections 3539.5, 18502, 19815.4(d) and 19820, Government Code. Reference: Sections 3527(b) and 11030, Government Code.

**Title 2. Administration**

**Division 1. Administrative Personnel**

**Chapter 3. Department of Human Resources**

**Subchapter 1. General Civil Service Rules**

**Article 2. Traveling Expenses**

**Section 599.619 Reimbursement for Meals and Lodging – Excluded Employees**

**Text of Regulation**

§ 599.619 Reimbursement for Meals and Lodging - Excluded Employees

The employee on travel status shall be reimbursed actual expenses for receipted lodging, and for meals and incidentals as provided in this section, unless directed to travel under the provisions of section 599.624.1 of these regulations. Lodging and/or meals provided by the state or included in hotel expenses or conference fees, or in transportation costs such as airline tickets, or otherwise provided shall not be claimed for reimbursement. Snacks and continental breakfasts, such as rolls, juice and coffee, are not considered to be meals. The circumstances of travel will determine the rate allowed.

(a) Short-term Travel. Reimbursement for short-term subsistence will be authorized only when the traveler incurs expenses arising from the use of reasonable, moderately priced commercial lodging and meal establishments, such as hotels, motels, bed and breakfast inns, campgrounds, restaurants, cafes, diners, etc. that cater to the general public. Employees who stay with friends or relatives may claim meals only in accordance with the rates and time frames set forth below. Lodging receipts are required. The short-term rate is intended for trips of such duration that weekly or monthly rates are not obtainable and will be discontinued after the 30th consecutive day assigned to one location unless an extension has been previously documented and approved by the appointing power. In extending short-term travel, the appointing power shall consider the expected remaining length of the travel assignment.

(1) In computing reimbursement for continuous short-term travel of more than 24 hours and less than 31 consecutive days, the employee will be reimbursed for actual costs up to the maximum allowed for each meal, incidental, and lodging expense for each complete 24 hours of travel, beginning with the traveler's times of departure and return, as follows.

(A) On the first day of travel on a trip of 24 hours or more:

Trip begins at or before 6am:	breakfast may be claimed on the first day
Trip begins at or before 11am:	lunch may be claimed on the first day
Trip begins at or before 5pm:	dinner may be claimed on the first day

(B) On the fractional day of travel at the end of a trip of more than 24 hours:

Trip ends at or after 8am:	breakfast may be claimed
Trip ends at or after 2pm:	lunch may be claimed
Trip ends at or after 7pm:	dinner may be claimed

If the fractional day includes an overnight stay, receipt lodging may be claimed. No meal or lodging expense may be claimed or reimbursed more than once on any given date or during any 24-hour period.

(C) Reimbursement shall be for actual expenses only, subject to the following maximum rates:

Meals:

<b>Meal and Incidental Expense Category</b>	<b>Current Reimbursement Rate Through December 31, 2023 for Actual Expense</b>	<b>Effective January 1, 2024: Reimbursement Rate for Actual Expense</b>
Breakfast	Up to \$7	Up to \$13
Lunch	Up to \$11	Up to \$15
Dinner	Up to \$23	Up to \$26
Incidentals	Up to \$5	Up to \$5
Total Daily Maximum Allowance	Up to \$46	Up to \$59

Receipts for meals must be maintained by the employee as substantiation that the amount claimed was not in excess of the amount of actual expense. The term incidentals includes but is not limited to expenses for laundry, cleaning and pressing of clothing, and fees and tips for services, such as for porters and baggage carriers. It does not include taxicab fares, lodging taxes or the costs of telegrams or telephone calls.

Lodging:

<b>County</b>	<b>Current Maximum Receipted Lodging Reimbursement Rate Through December 31, 2023</b>	<b>Effective January 1, 2024: Maximum Receipted Lodging Reimbursement Rate</b>
All counties except those listed below	Actual lodging up to \$90 plus tax	Actual lodging up to \$107 plus tax
Alameda	Actual lodging up to \$140 plus tax	Actual lodging up to \$189 plus tax
City of Santa Monica	Actual lodging up to \$150 plus tax	Actual lodging up to \$270 plus tax
Los Angeles	Actual lodging up to \$120 plus tax	Actual lodging up to \$169 plus tax
Marin	Actual lodging up to \$110 plus tax	Actual lodging up to \$166 plus tax
Monterey	Actual lodging up to \$125 plus tax	Actual lodging up to \$184 plus tax
Napa	Actual lodging up to \$95 plus tax	Actual lodging up to \$195 plus tax
Orange	Actual lodging up to \$120 plus tax	Actual lodging up to \$169 plus tax
Riverside	Actual lodging up to \$95 plus tax	Actual lodging up to \$142 plus tax
Sacramento	Actual lodging up to \$95 plus tax	Actual lodging up to \$145 plus tax
San Diego	Actual lodging up to \$125 plus tax	Actual lodging up to \$194 plus tax
San Francisco	Actual lodging up to \$250 plus tax	Actual lodging up to \$270 plus tax
San Mateo	Actual lodging up to \$140 plus tax	Actual lodging up to \$222 plus tax
Santa Clara	Actual lodging up to \$140 plus tax	Actual lodging up to \$245 plus tax
Ventura & Edwards AFB, excluding the city of Santa Monica	Actual lodging up to \$120 plus tax	Actual lodging up to \$169 plus tax

If lodging receipts are not submitted, reimbursement will be for actual expenses for meals/incidentals only at the rates and time frames set forth in this section.

(2) In computing reimbursement for continuous travel of less than 24 hours, actual expenses, up to the maximums in subsection (C) above, will be reimbursed for breakfast and/or dinner and/or lodging in accordance with the following timeframes:

Travel begins at or before 6 a.m. and ends at or after 9 a.m.:	breakfast may be claimed
Travel begins at or before 4 p.m. and ends at or after 7 p.m.:	dinner may be claimed



If the trip of less than 24 hours includes an overnight stay, receipted lodging may be claimed.

No lunch or incidentals may be reimbursed on travel of less than 24 hours.

(b) Long-term Travel. Reimbursement for long-term meals and receipted lodging will be authorized when the traveler incurs expenses in one location comparable to those arising from the use of commercial establishments catering to the long-term visitor. Meals and/or lodging provided by the state shall not be claimed for reimbursement. With approval of the appointing power and upon meeting the criteria in subsection (3) below, an employee on long-term field assignment who is living at the long-term location may claim either:

(1) \$24 for meals and incidentals and up to \$24 for receipted lodging for travel of 12 hours up to 24 hours; either \$24 for meals or up to \$24 for receipted lodging for travel less than 12 hours, or

(2) reimbursement for actual individual expense, substantiated by receipts, for lodging, utility gas and electricity, up to a maximum of \$1,130 per calendar month while on the long-term assignment, and \$10 for meals and incidentals, without receipts, for each period of 12 to 24 hours; \$5 for meals and incidentals for periods of less than 12 hours at the long-term location.

(3) To claim expenses under either subsection (1) or (2) above the employee must meet the following criteria:

(A) the employee continues to maintain a permanent residence at the primary headquarters, and

(B) the permanent residence is occupied by employee's dependents, or

(C) the permanent residence is maintained at a net expense to the employee exceeding \$200 per month.

(D) The employee must submit substantiating evidence of these conditions to the appointing power in accordance with its requirements.

(4) Employees who do not meet the criteria to claim expenses under subsection (1) or (2) above may claim \$12 for meals and incidentals and \$12 for receipted lodging for every 12 to 24 hours at the long-term location; \$12 for meals or \$12 receipted lodging for periods of less than 12 hours at the long-term location.

(5) With approval of the appointing power, the reimbursement of long-term lodging may continue when the employee is away from the long-term location on short-term business travel or other absences from that location as approved by the appointing authority.

(c) Out-of-State Travel. Out-of-state travel is any travel outside the State of California for the purpose of conducting business outside the State of California. For short-term out-of-state travel, employees will be reimbursed for actual lodging expenses, supported by a receipt, and

will be reimbursed for meal and incidental expenses as defined in section 599.619(a) of these regulations. Failure to furnish lodging receipts will limit reimbursement to meals only at the rates specified in subsection (a). Long-term out-of-state travel will be reimbursed according to section 599.619(c) of these regulations.

(d) Out-of-Country Travel. For short-term out-of-country travel, employees will be reimbursed for actual lodging expenses, supported by a receipt, and will be reimbursed for actual meal and incidental expenses subject to maximum rates in accordance with the published government meal and incidental rates for foreign travel for the dates of travel. Failure to furnish lodging receipts will limit reimbursement to meals only in accordance with the published government meal and incidental rates for foreign travel. Long-term out-of-country travel will be reimbursed according to subsections 599.619(a), (b) and (c) of these regulations.

(e) Exceptions to reimburse in excess of the maximum lodging rate cited in subsection (a) of this regulation may be granted by the appointing power only in an emergency, or when there is no lodging available at the state maximum rate or when it is cost effective. The appointing power shall document the reasons for each exception and shall keep this documentation on file for three calendar years from the date of the exception.

NOTE: Authority cited: Sections 3539.5, 18502, 19815.4(d) and 19820, Government Code. Reference: Sections 3527(b) and 11030, Government Code.