



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

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THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS
EMPLOYEE RELATIONS OFFICERS
ACCOUNTING OFFICERS
HOLDERS OF THE SUPERVISOR'S TRAVEL GUIDE

SUBJECT: Allowances and Travel Reimbursement Rates
(Replaces Management Memo 87-17-1)

This memorandum recaps the allowances and travel reimbursement rates. Additions and changes are indicated by vertical lines in the right margin; deletions are indicated by horizontal lines.

MILEAGE AND SUBSISTENCE ALLOWANCES

Effective dates are as follows for all represented and nonrepresented employees:

- July 1, 1987 for Bargaining Units 13 and 18.
- July 8, 1987 for all nonrepresented employees.
- July 20, 1987 for Bargaining Unit 5.
- August 1, 1987 for Bargaining Units 10 and 16.
- August 15, 1987 for Bargaining Unit 8.
- August 22, 1987 for Bargaining Unit 20.
- August 25, 1987 for Bargaining Units 1, 4, and 17.
- August 26, 1987 for Bargaining Unit 15.
- September 1, 1987 for Bargaining Units 2 and 9.
- September 3, 1987 for Bargaining Unit 19.
- September 9, 1987 for Bargaining Unit 14.
- September 11, 1987 for Bargaining Unit 7.
- October 23, 1987 for Bargaining Unit 6.
- December 16, 1987 for Bargaining Unit 11
- January 8, 1988 for Bargaining Unit 12
- January 13, 1988 for Bargaining Unit 3

MILEAGE:

Reimbursement rates to operate a privately-owned vehicle are as follows:

When authorized by department head/designee	21.0 cents per mile
When authorized by department head/designee with certification	22.0 cents to 30.0 cents per mile
Specialized vehicles with certification	Up to 37.0 cents per mile
Private aircraft	50.0 cents per mile

SUBSISTENCE ALLOWANCES:

<u>Short-Term</u>	<u>Statewide</u>	<u>Designated High Cost Areas*</u>
Lodging	\$53.00	Up to \$ 71.00 with lodging receipt
Breakfast	4.00	5.00
Lunch	7.50	8.50
Dinner	13.50	15.50
Incidentals (for every full 24 hour period)	4.00	4.00
	<u>\$82.00</u>	Up to \$104.00 with lodging receipt

***Designated High Cost Areas:**

San Francisco: 94102, 94103, 94104, 94105, 94106, 94107, 94108, 94109, 94110, 94111, 94112, 94114, 94115, 94116, 94117, 94118, 94121, 94122, 94123, 94124, 94127, 94129, 94131, 94132, 94133, 94134

San Francisco International Airport/
San Mateo County:

94010, 94030, 94080, 94128

Los Angeles: 90004, 90005, 90006, 90007, 90010, 90012, 90013, 90014, 90015, 90017, 90019, 90020, 90021, 90024, 90025, 90028, 90035, 90036, 90038, 90041, 90045, 90046, 90048, 90049, 90057, 90064, 90067, 90069, 90071, 90077, 90210, 90212, 90230, 90245, 90292

Anaheim: 92802, 92805

Long Beach: 90801, 90802, 90803, 90804, 90815

Burbank: 91601

Monterey: 93940

Newport Beach: 92660, 92663

Oakland: 94606, 94607, 94608, 94621

Costa Mesa: 92626

San Diego: 92101, 92103, 92106, 92108, 92109, 92110

San Jose: 95110, 95111, 95112, 95113, 95121, 95131

Santa Barbara: 93101, 93105, 93108, 93110, 93117

Irvine: 92714, 92715

Long-Term/Non-Commercial \$46.00

OUT OF STATE AND OUT OF COUNTRY SUBSISTENCE ALLOWANCES

The following is applicable to all represented and nonrepresented employees:

Out of State

Employees may claim actual lodging expenses supported by a receipt. If no receipts are available reimbursement will be limited to the statewide lodging rate. Meal and incidental expenses are reimbursable at the high cost rate.

Out of Country

Refer to Sections 599.619(e) and 599.621(e) of the Department of Personnel Administration regulations.

HIGH COST AREA MEALS AND LODGING

The following is applicable to all represented and nonrepresented employees:

For one-day trips where a lodging receipt is not available, employees may claim the appropriate high cost meal allowance for breakfast and/or dinner, and certify that the meal was consumed in the designated high cost area in accordance with Sections 599.619(a) or 599.621(a) and 599.625(b), of the Department of Personnel Administration regulations.

Employees may be reimbursed for the actual cost of lodging expenses; supported by a lodging receipt bearing one of the designated zip codes, not to exceed the high cost rate, but not less than the statewide lodging rate.

OVERTIME MEAL ALLOWANCES

	<u>Up To</u>
Bargaining Units 1*, 2, 3*, 4*, 5, 9, 10, 11*, 12*, 14, 15*, 16, 17*, 18, 19* and 20* (Effective as indicated on Page 1)	\$7.50 (receipts may be required)
Bargaining Unit 12 (Cal Trans only) (Effective 1/8/88)	\$8.00 (no receipts required)
Bargaining Unit 6 (Effective 10/23/87)	\$6.00 (No receipts required)

the 87/88 Agreement for employees of Department of Corrections, California Youth Authority and Developmental Centers/Hospitals

Bargaining Unit 7 (Effective 9/11/87)	\$7.50 (receipts may be required)
Bargaining Unit 8 (Effective 8/15/87)	Refer to MOU Provisions
Bargaining Unit 13 (Effective 7/1/87)	\$7.50 (no receipts required)
Employees of the Department of Transportation;	\$5.00 (no receipts required)
Correctional Facilities classes.	\$6.00 (no receipts required)
Nonrepresented Employees (Effective 7/8/87)	\$8.00 (no receipts required)

MOVING EXPENSES

All represented and nonrepresented employees:

Effective July 1, 1987, the State shall reimburse employees in accordance with existing Department of Personnel Administration regulations.

UNIFORM REPLACEMENT ALLOWANCES

	<u>Up To</u>
Bargaining Units 1 and 4 (Effective 8/16/87)	\$345
Bargaining Unit 3 (Effective 7/1/85)	\$400
Bargaining Unit 5 (Effective 7/1/87)	\$425
Bargaining Unit 6 (Effective 7/1/87)	\$475
Employees required to wear uniforms on a full-time basis;	
On a part-time basis;	\$300
Medical Technical Assistant Smocks	Refer to 87/88 Agreement Section 15.08
Bargaining Unit 7 (Effective 8/16/87)	\$425
Bargaining Unit 8 (Effective 7/1/87)	\$455
Bargaining Unit 10 (Effective 7/1/87)	\$315
Employees of the Department of Fish and Game required to wear uniforms on a full-time basis;	\$250
On a part-time basis.	\$160

Bargaining Units 11 and 12 (Effective 7/1/85)	\$315
Unit 12 employees of the Department of Parks and Recreation	\$250
Bargaining Unit 15 (Effective 8/16/87)	\$325
Bargaining Unit 17 (Effective 8/16/87)	\$300
Bargaining Unit 20 (Effective 8/16/87)	\$285

Nonrepresented

The uniform replacement allowances for nonrepresented employees parallels those provided for corresponding represented employees.

PROTECTIVE CLOTHING ALLOWANCES

Bargaining Unit 12 (Effective 7/1/85)	\$175 Refer to 87/88 Agreement (Section 11.3)
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TOOL ALLOWANCES

Bargaining Unit 12

Effective January 8, 1988, the State will pay a tool allowance annually to permanent, full-time employees in the following classes who are required to purchase and maintain their own tools as a condition of employment:

Heavy Equipment Mechanic	\$420
Heavy Equipment Mechanic Apprentice	Refer to 87/88 Agreement Section 9.4
Heavy Equipment Electrician	\$200
Lead Heavy Equipment Electrician	200
Mechanics Helper	210
Mechanics Helper, Department of General Services	200
Fusion Welder	210
Heavy Equipment Body Worker/Painter	210
Machinist	160
Sheet Metal Worker	120
Automobile Mechanic, Caltrans	350
Automobile Mechanic, Department of General Services	285
Automobile Mechanic Trainee, Department of General Services	285
Lead Automobile Mechanic, Department of General Services	285
Service Assistant (Automotive)	285

BOOT ALLOWANCES

Bargaining Unit 5

Motorcycle riders/alternates
Pilot/observers

Refer to 87/89
Agreement (Section 41)

LICENSE RENEWAL, CERTIFICATION OR REGISTRATION FEES:

Bargaining Unit 1

Effective August 16, 1987, the State agrees to reimburse Health Facilities Evaluator Nurse (SZ92) license renewal fees if the employees are required by law to maintain a license as a condition of employment and where such license is issued by a State agency. If the employee is working less than full-time, the license fee reimbursement shall be prorated. The maximum allowable reimbursement rate shall be the rate in effect on July 1, 1987.

Effective August 16, 1987, each department, commission, board or agency may reimburse a Unit 1 employee for up to \$25.00 per year for membership dues in one (1) professional society or association of the employee's choice.

Bargaining Unit 2

The State shall reimburse the cost of bar dues for each employee for whom bar membership is required as a condition of employment.

Job-related local or specialty bar dues may be reimbursed at each Department's discretion for each employee for whom State Bar membership is required as a condition of employment.

Bargaining Unit 3

Effective July 1, 1987, the State agrees to reimburse Unit 3 civil service employees and the exempt employees of the Special Schools of the Department of Education for credential renewal fees if the employees are required by law to maintain a credential as a condition of employment and where such credential is issued by a State agency. If the employee is working less than full time, the credential fee reimbursement shall be prorated.

Eligible employees shall be limited to one credential renewal fee reimbursement and the credential must be secured on or after July 1, 1987.

The maximum allowable reimbursement rate shall be the rate in effect on July 1, 1987.

This Section shall not apply to employees of the California Maritime Academy.

Bargaining Unit 6

Effective October 23, 1987, the State agrees to reimburse all Medical Technical Assistants for the actual costs of renewing their professional license.

Bargaining Unit 9

Effective July 1, 1987, the State shall reimburse employees' renewal fees for Professional Licenses and 8 hours of State time without loss of compensation or CTO time, for each exam day upon successful completion of a Professional License examination for the following occupational fields:

Engineer	Land Surveyor
Architect	Engineer-in-Training
Landscape Architect	Land Surveyor In Training
Engineering Geologist	Geologist

The CTO time is only applicable when the examination was taken on the employee's own time.

Bargaining Unit 10

The State agrees to reimburse permanent full-time employees who are required by law to maintain a license or certification as a condition of employment for the actual cost of the renewal fees in effect on July 1, 1987, for the following classes:

Veterinary Medical Officer (Pathology)	Sanitarian I
Veterinary Medical Officer III (Pathology)	Sanitarian II
Veterinary Medical Officer (Animal Health)	Sanitarian III
Veterinary Medical Officer III (Animal Health)	Consulting Sanitarian I
Public Health Veterinarian	Associate Geologist
Environmental Health Specialist	Senior Geologist (Specialist)
Assistant Economic Entomologist	Associate Agricultural Biologist
Associate Economic Entomologist	Examiner I, Laboratory Field Service
Assistant Agricultural Biologist	Examiner II, Laboratory Field Service

Effective July 1, 1987, each department may reimburse a Unit 10 employee for up to \$25 per year for membership dues of a professional organization which engages in activities directly related to the employee's scientific discipline.

Bargaining Unit 12

Effective 1/8/88, the State agrees to reimburse employees for the actual cost for the filing, examination and renewal fees associated with obtaining an appropriate Agricultural Pest Control License as defined in the Food and Agricultural Code Section 12201, et seq., provided the employee is authorized in advance to take the examination or renew the certificate and the employee successfully passes the required examination and is issued the certificate.

Bargaining Unit 15

Effective August 16, 1987, the State agrees to reimburse all permanent employees for the actual cost of license renewal fees if the employees are required by law to maintain a license as a condition of employment and where such license is issued by the State of California for the following classes:

Barbershop Manager	Barber, Correctional Facility
Barbers	Beauty Shop Manager

Bargaining Unit 16

Effective July 1, 1987, the State agrees to reimburse employees who are required by law to maintain a license as a condition of State employment for the actual cost of license renewal fees. If the employee is working less than full-time, the license fee reimbursement shall be prorated.

Bargaining Units 17 and 20

Effective August 16, 1987, the State agrees to reimburse all permanent full-time employees who are required by law to maintain a license as a condition of state employment for the actual cost of license renewal fees. The allowable reimbursement rate shall be the rate in effect on July 1, 1987. For Unit 20 permanent part-time and permanent intermittent employees, reimbursement shall be for fifty (50) percent of such fees.

Bargaining Unit 18

Effective July 1, 1987, the State agrees to reimburse employees who are required to maintain a license as a condition of employment, in their class, for the actual costs of license renewal fees, not to exceed \$45. If the employee is working less than full-time, the license fee reimbursement shall be prorated. The classes covered by this provision are as follows:

Senior Psychiatric Technician
Psychiatric Technician
Child Care Practitioner

Developmental Specialist
Psychiatric Technician Instructor

Bargaining Unit 19

Effective August 15, 1987, the State agrees to reimburse employees who are required by law to maintain a license or professional registration as a condition of State employment and where such license is issued by a State agency or the registration is issued by a State recognized professional organization for the actual cost of license renewal fees. If the employee is working less than full-time, the license or registration reimbursement shall be prorated. The following classes shall be covered by this provision:

Pharmaceutical Consultant I, Department of Health Services
Inspector, Board of Pharmacy
Pharmacology Specialist
Pharmacist I
Clinical Dietitian
Consulting Optometrist II, Department of Health Services
Optometrist
Hearing Conservation Specialist
Consultant in Physical Therapy for Physically Handicapped Children
Physical Therapist II
Physical Therapist I
Audio & Speech Pathology Consultant
Speech Pathologist I
Audiologist I
Senior Psychologist, Health Facility
Psychology Internship Director
Psychologist (Health Facility-Clinical)

Psychologist (Health Facility-Counseling)
Psychologist (Health Facility-Educational)
Psychologist (Health Facility-Social)
Psychologist (Health Facility-Experimental)
Psychiatric Social Worker (Health Facility)

The following classes for the Department of Corrections employees only:

Staff Psychologist - Counseling
Staff Psychologist - Clinical
Psychologist (Clinical)
Psychologist (Counseling)
Senior Psychologist

Nonrepresented Employees

Reimbursement of fees for Professional Licenses shall be in accordance with Section 599.922 of the Department of Personnel Administration regulations.

Reimbursement for Professional Dues shall be in accordance with Section 599.922.2 of the Department of Personnel Administration regulations.

SUMMARY

Additional information regarding allowances and travel reimbursement rates for represented employees may be found in the current agreements and Sections 599.615 to 599.638, 599.714 to 599.734 of the Department of Personnel Administration regulations.

Information for nonrepresented employees may be found in Sections 0700 to 0777 of the State Administrative Manual and Sections 599.615 to 599.638, 599.714 to 599.734 and 599.921 to 599.922.2 of the Department of Personnel Administration regulations.

If employees have any questions, they should contact their department's Accounting Office.

Accounting Officers, Employee Relations Officers or Personnel Officers who have any questions should call Jan Sale at 324-0439, ATSS 454-0439.


R. L. Rutherford, Manager
Personnel Services Branch