

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel/Relocation Programs – Travel Reimbursement Rate Increases for Excluded Employees	REFERENCE NUMBER: 2016-020
DATE ISSUED: July 27, 2016	SUPERSEDES:

This memorandum should be forwarded to:

**Accounting Officers
Budget Officers
Claims Coordinators
Employee Benefit Officers
Labor Relations Officers
Personnel Officers
Personnel Transactions Staff
Travel and Relocation Liaisons**

FROM: California Department of Human Resources
Benefits Division

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Effective July 1, 2016, the Department of Human Resources (CalHR) has increased official state travel lodging and private aircraft reimbursement rates for all Excluded employees.

Lodging Reimbursement Rates:

County	Max. Lodging Reimbursement Rate
All counties except those listed below	\$90
Napa, Riverside, Sacramento	\$95
Los Angeles, Orange, Ventura & Edwards AFB, excluding the City of Santa Monica	\$120
Monterey, San Diego	\$125
Alameda, San Mateo, Santa Clara	\$140
City of Santa Monica	\$150
San Francisco	\$250

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Private Aircraft Mileage Reimbursement Rate:

- The reimbursement for an employee's use of a privately owned aircraft on state business shall be at the Federal General Services Administration's (GSA) Privately Owned Aircraft Mileage Reimbursement Rate, which is currently \$1.17 per statute mile.
- For departments using the California Automated Travel Expense Reimbursement System (CalATERS), a CalATERS letter will be released in the near future with information and instructions on how to address the above-referenced rate changes.

Employee questions about the new reimbursement rate should be addressed at the department level. If departments have questions or need assistance, please contact Ray Asbell.

/s/Belinda Collins

Belinda Collins, Chief
Benefits Division