

State of California

MEMORANDUM

DATE: October 1, 2001

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2001-039

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Accounting Officers
Travel and Relocations Liaisons
Employee Relations Officers

FROM: Department of Personnel Administration
Policy Development Office

SUBJECT: Travel, Mileage, and Relocation Reimbursements - Excluded Employees
and Represented Employees in Bargaining Units 12 and 16

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This memo provides a summary of the provisions of the travel and relocation reimbursement programs EFFECTIVE OCTOBER 1, 2001 for EXCLUDED EMPLOYEES AND REPRESENTED EMPLOYEES IN BARGAINING UNITS 12 and 16 ONLY. Not all items listed include a change of benefit. Provisions for other bargaining units will be announced as they become effective at later dates. Each State department should provide a departmental contact to respond to travel questions from their respective employees.

TRAVEL PROGRAM

The travel reimbursement program continues to be subject to Internal Revenue Service (IRS) requirements for an accountable plan. There are no flat rate reimbursements. All items claimed are to be for the ACTUAL AMOUNT OF EXPENSE up to the maximum allowed. If the provisions below do not require submission of a receipt for a given item of expense, it is the employee's responsibility to retain receipts and other records of the expense and have them available for audit.

Lodging and meals that are either provided by the State, included in hotel expenses, conference fees, or transportation costs such as

airline tickets, or otherwise provided, shall not be claimed for reimbursement.

MEALS AND INCIDENTALS - SHORT TERM TRAVEL - NO CHANGE

There is NO CHANGE in the meal and incidental rates. Employees may be reimbursed for their ACTUAL EXPENSES for breakfast, lunch, dinner, and incidentals for each 24 hours of travel as follows:

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

Note: Incidental expenses include, but are not limited to, expenses for laundering and pressing of clothing, and tips for services such as porters and baggage handlers. Incidentals do not include taxicab fares, lodging taxes, or the costs of telegrams or telephone calls.

LODGING RECEIPTS - NO CHANGE

All lodging reimbursements require a receipt from a commercial lodging establishment such as a hotel, motel, bed and breakfast inn, or public campground that caters to the general public. No lodging will be reimbursed without a valid receipt. Employees who stay with friends or relatives are not eligible for lodging reimbursement, but may claim their actual expenses for meals and incidentals.

SHORT-TERM TRAVEL TIME FRAMES - NO CHANGE

A. For continuous short-term travel of MORE than 24 hours but less than 31 days, the employee will be reimbursed for actual costs up to the maximum for each meal, incidental, and lodging expense for each completed 24 hours of travel, beginning with the traveler's time of departure and return as follows:

1. On the first day of travel at the beginning of a trip of more than 24 hours:

Trip begins at or before 6 a.m.	- Breakfast may be claimed
Trip begins at or before 11 a.m.	- Lunch may be claimed
Trip begins at or before 5 p.m.	- Dinner may be claimed

2. On the fractional day of travel at the end of a trip of more than 24 hours:

Trip ends at or after 8 a.m.	- Breakfast may be claimed
Trip ends at or after 2 p.m.	- Lunch may be claimed
Trip ends at or after 7 p.m.	- Dinner may be claimed

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

- B. For continuous travel of LESS than 24 hours, the employee will be reimbursed for actual expenses up to the maximum as follows:

Travel begins at or before 6 a.m. and ends at or after 9 a.m.	Breakfast may be claimed.
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Travel begins at or before 4 p.m. and ends at or after 7 p.m.	Dinner may be claimed.
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If the trip extends overnight, receipted lodging may be claimed. No lunch or incidentals may be claimed on a trip of less than 24 hours.

SHORT-TERM TRAVEL MAXIMUM LODGING REIMBURSEMENT RATE - SEE CHANGES EFFECTIVE OCTOBER 1, 2001 FOR EXCLUDED AND REPRESENTED EMPLOYEES IN UNITS 12 and 16 ONLY

The following changes are effective October 1, 2001 for Excluded employees and Represented employees in Bargaining Units 12 and 16.

- A. Statewide, except as in (B) and (C) below, actual receipted lodging up to \$84 plus tax.
- B. When required to conduct State business and obtain lodging in the Counties of Los Angeles and San Diego, reimbursement will be for actual receipted lodging to a maximum of \$110 plus tax.
- C. When required to conduct State business and obtain lodging in the counties of Alameda, San Francisco, San Mateo and Santa Clara, reimbursement will be for actual receipted lodging to a maximum of \$140 plus tax.

Employees not specifically addressed in this memo continue to be subject to the previous lodging maximums.

LONG-TERM TRAVEL - NO CHANGE

Actual expenses for long-term meals and receipted lodging will be reimbursed when the employee incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor.

A. Full Long-Term Travel - To qualify for full long-term travel reimbursement, the employee on long-term field assignment must meet the following criteria:

- The employee continues to maintain a permanent residence at the primary headquarters, and either
- The permanent residence is occupied by the employee's dependents, or
- The permanent residence is maintained at a net expense to the employee exceeding \$200 per month.

The employee who is living at the long-term location may claim either:

1. Reimbursement for actual individual expense, substantiated by receipts, for lodging, water, sewer, gas and electricity, up to a maximum of \$1130 per calendar month while on the long-term assignment, and actual expenses up to \$10 for meals and incidentals, for each period of 12 to 24 hours and up to \$5 for actual meals and incidentals for each period of less than 12 hours at the long-term location, or
2. Long-term subsistence rates of \$24 for actual meals and incidentals and \$24 for receipted lodging for travel of 12 hours up to 24 hours, and either \$24 for actual meals or \$24 for receipted lodging for travel less than 12 hours when the employee incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor.

B. Partial Long-Term Travel - An employee on long-term field assignment who does not maintain a separate residence in the headquarters area may claim long-term subsistence rates of up to \$12 for actual meals and incidentals and \$12 for receipted lodging for travel of 12 hours up to 24 hours at the long-term location, and either \$12 for actual

meals or \$12 for receipted lodging for travel less than 12 hours at the long-term location.

C. RECEIPTS - NO CHANGE

Receipts or vouchers shall be submitted for every item of expense of \$25 or more.

A. Receipts are required for every item of transportation and business expense incurred as a result of conducting State business except for ACTUAL EXPENSES as follows:

1. Railroad and bus fares of less than \$25 when travel is wholly within the State of California.
2. Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of \$10 or less for each continuous period of parking or each separate transportation expense noted in this item.
3. Telephone, telegraph, tax, or other business charges related to State business of \$5 or less.
4. In the absence of a receipt, reimbursement will be limited to the non-receipted amount above.

B. Reimbursement will be claimed only for the actual and necessary expenses noted above. Regardless of the above exceptions, the approving officer may require additional certification and/or explanation in order to determine that an expense was actually and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed.

MILEAGE - SEE CHANGE EFFECTIVE 10/1/01 FOR EXCLUDED EMPLOYEES AND REPRESENTED EMPLOYEES IN UNITS 12 and 16 ONLY

When an employee is authorized by his/her appointing authority or designee to operate a privately owned vehicle on State business the employee will be allowed to claim and be reimbursed 34 cents per mile. An employee who is required to use a specialized vehicle that has been modified to accommodate disabilities may claim 37 cents per mile.

Employees not specifically addressed in this memo continue to be subject to the 31 cents per mile reimbursement rate.

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RELOCATION PROGRAM - NO CHANGE

Excluded employees and Represented employees in Bargaining Unit 16 shall continue to be subject to the relocation rules for excluded employees.

Represented employees in Unit 12 shall continue to be subject to the relocation rules for represented employees.

Revised text for Department of Personnel Administration Rules 599.619 and 599.631 is in the attachment. Revised text in 599.619 is capitalized. Rule 599.631 contains new mileage rate information in sections (a) and (g).



Bob Painter, Chief
Policy Development Office

Attachment

ATTACHMENT TO PML 2001-039

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 599.624.1. 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, receipted 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: 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: 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
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 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 (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 (3) below, an employee on long-term field assignment who is living at the long term location may claim either: (1) \$24.00 for meals and incidentals and up to \$24.00 for receipted lodging for travel of 12 hours up to 24 hours; either \$24.00 for meals or up to \$24.00 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 \$1130 per calendar month while on the long term assignment, and \$10.00 for meals and incidentals, without receipts, for each period of 12 to 24 hours; \$5.00 for meals and incidentals for periods of less than 12 hours at the long term location (3) To claim expenses under either (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 (1) or (2) above may claim \$12.00 for meals and incidentals and \$12.00 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). Failure to furnish lodging receipts will limit reimbursement to meals only at the rates specified in (a). Long-term out-of-state travel will be reimbursed according to Section 599.619(c).

(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 Section 599.619(a) through (c).

(e) Exceptions to reimburse in excess of the maximum lodging rate cited in (a) of this rule 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.

599.631. TRANSPORTATION BY PRIVATELY OWNED AUTOMOBILE - EXCLUDED EMPLOYEES.

(a) Where the employee is authorized to use a privately owned automobile on official state business the reimbursement rate shall be 34 cents per mile. Claims for reimbursement for private vehicle expenses must include the vehicle license number and the name of each state officer, employee or board, commission or authority member transported on the trip. No reimbursement of transportation expense shall be allowed any passenger in any vehicle operated by another state officer, employee or member. (1) Expenses arising from travel between home and headquarters or garage shall not be allowed, except as provided in 599.626(d)(2) or 599.626.1(c), regardless of the employee's normal mode of transportation.

(2) When a trip is commenced or terminated at a claimant's home on a regularly scheduled work day, the distance traveled shall be computed from either his/her residence or headquarters, whichever shall result in the lesser distance except as provided in 599.626.1(c).

(3) However, if the employee commences or terminates travel on a regularly scheduled day off, mileage may be computed from his/her residence.

(b) Where the employee's use of a privately owned automobile is authorized for travel to or from a common carrier terminal, and the automobile is not parked at the terminal during the period of travel, the employee may claim double the number of miles between the terminal and the employee's headquarters or residence, whichever is less, at a rate as defined in Section 599.631(a), while the employee occupies the automobile for the distance between the terminal and his/her residence or headquarters. If the employee commences or terminates travel one hour before or after his/her regularly scheduled work day, or on a regularly scheduled day off, mileage may be computed from his/her residence.

(c) All ferry, bridge, or toll road charges will be allowed with any required receipts.

(d) All necessary parking charges while on state business will be allowed, with any required receipts, for: (1) Day parking on trips away from the headquarters office and employee's primary residence. (2) Overnight public parking on trips away from the headquarters and employee's primary residence, except that parking shall not be claimed if expense-free overnight parking is available. (3) Day parking adjacent to either a headquarters office, a temporary job site or training site, but only if the excluded employee had other reimbursable private or state automobile expenses for the same day. An employee may not prorate weekly or monthly parking fees.

(e) Gasoline, maintenance and automobile repair expenses will not be allowed.



(f) The mileage reimbursement rates include the cost of maintaining liability insurance at the minimum amount prescribed by a law and collision insurance sufficient to cover the reasonable value of the automobile, less a deductible. When a privately owned automobile operated by state officer, agent or excluded employee is damaged by collision or is otherwise accidentally damaged, reimbursement for repair or the deductible to a maximum of \$500.00 will be allowed if: (1) The damage occurred while the automobile was used on official state business by permission or authorization of the employing agency; and (2) The automobile was damaged through no fault of the state officer, agent or employee; and (3) The amount claimed is an actual loss to the state officer, agent or employee, and is not recoverable directly from or through the insurance coverage of any party involved in the accident; and (4) The loss claimed does not result from a decision of a state officer, agent or employee not to maintain collision coverage; and (5) The claim is processed in accordance with the procedures prescribed by the Department of Personnel Administration.

(g) Specialized Vehicles. An employee with a physical disability who must operate a motor vehicle on official state business and who can operate only specially equipped or modified vehicles may claim a rate of 34 cents per mile without certification and up to 37 cents per mile with certification. Where travel is authorized to and from a common carrier terminal, as specified in Section 599.631(b) the employee may compute the mileage as defined in Section 599.631(b). Supervisors approving these claims must determine the employee's need for the use of such vehicles.

