

**Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Travel/Relocation Programs – Lodging/Per Diem Increases for BU 2 (CASE) Employees	<b>REFERENCE NUMBER:</b> 2014-030
<b>DATE ISSUED:</b> 9/29/2014	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

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

**FROM:** Department of Human Resources  
Benefits and Training Division

**CONTACT:** Ray Asbell, Statewide Travel/Relocation Program Manager  
Phone: (916) 324-0526  
Fax: (916) 324-3213  
Email: ray.asbell@calhr.ca.gov

Effective October 1, 2014, the Department of Human Resources (CalHR) has increased lodging and per diem reimbursement rates for official state travel for employees represented by Bargaining Unit 2 (CASE).

**Short-Term Lodging Rate Increases for CASE Employees**

- All counties/cities located in California (except as noted below):  
Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.
- Napa, Riverside, and Sacramento Counties:  
Actual lodging expense, supported by a receipt, up to \$95 per night, plus tax.
- Marin County:  
Actual lodging expense, supported by a receipt, up to \$110 per night, plus tax.
- Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the City of Santa Monica:  
Actual lodging expense, supported by a receipt, up to \$120 per night, plus tax.
- Monterey and San Diego:  
Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.

Alameda, San Mateo, and Santa Clara Counties:

Actual lodging expense, supported by a receipt, up to \$140 per night, plus tax.

- San Francisco County and the City of Santa Monica:  
Actual lodging expense, supported by a receipt, up to \$150 per night, plus tax.

Per Diem Rate Increases for CASE Employees

- The new per diem rates are as follows:
  - Breakfast: \$ 7
  - Lunch: \$11
  - Dinner: \$23
  - Incidentals: \$ 5

Please note that employees may claim only their actual expense for meals. In the event of an audit, employees must be prepared to furnish receipts substantiating the amount claimed.

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.

If you have questions or need assistance with the information provided above, please contact Ray Asbell at the phone number or email address listed above.

/s/Darlene Schell

Darlene Schell, Chief  
Benefits and Training Division