

**Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel/Relocation Programs – Lodging/Per Diem Increases for BU 10 (CAPS) and BU 13 (IUOE) Employees	REFERENCE NUMBER: 2014-031
DATE ISSUED: 9/29/2014	SUPERSEDES:

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
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Effective October 1, 2014, the Department of Human Resources (CalHR) has increased lodging and per diem reimbursement rates for official state travel for Bargaining Unit 10 (CAPS) and Bargaining Unit 13 (IUOE) employees.

Short-Term Lodging Rate Increases for CAPS and IUOE 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.
- 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.
- Alameda, Monterey, San Diego, San Mateo, and Santa Clara Counties:
Actual lodging expense, supported by a receipt, up to \$125 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 CAPS and IUOE 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