California Department of Human Resources
Memorandum

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel/Relocation Programs – Travel Reimbursement Rate Increases for Excluded Employees

DATE ISSUED: July 27, 2016

REFERENCE NUMBER: 2016-020

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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Email: ray.asbell@calhr.ca.gov

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:

<table>
<thead>
<tr>
<th>County</th>
<th>Max. Lodging Reimbursement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>All counties except those listed below</td>
<td>$90</td>
</tr>
<tr>
<td>Napa, Riverside, Sacramento</td>
<td>$95</td>
</tr>
<tr>
<td>Los Angeles, Orange, Ventura &amp; Edwards AFB, excluding the City of Santa Monica</td>
<td>$120</td>
</tr>
<tr>
<td>Monterey, San Diego</td>
<td>$125</td>
</tr>
<tr>
<td>Alameda, San Mateo, Santa Clara</td>
<td>$140</td>
</tr>
<tr>
<td>City of Santa Monica</td>
<td>$150</td>
</tr>
<tr>
<td>San Francisco</td>
<td>$250</td>
</tr>
</tbody>
</table>

STATE OF CALIFORNIA
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