



George Deukmejian, Governor

TO: FISCAL OFFICERS
EMPLOYEE RELATIONS OFFICERS
PERSONNEL OFFICERS

REFERENCE CODE : 84-15-2
EFFECTIVE DATE : 8-20-84
EXPIRATION DATE: Indefinite
DATE OF ISSUE : 9-4-84

SUBJECT: Los Angeles Travel During Olympics

Chapter 673, Statutes of 1984, adds Section 19821 to the Government Code to provide that the Director of the Department of Personnel Administration may authorize higher allowances than those provided by current regulations for reimbursement of traveling expenses of officers and employees of the State while traveling on official State business in the greater Los Angeles metropolitan area during, or immediately before or after, the 1984 Olympics.

In order to expedite processing of these requests for reimbursements, the Department of Personnel Administration is delegating to each appointing power the authority to authorize per diem allowances of:

Lodging	up to \$100.00	with receipt
Breakfast.....	5.00	
Lunch.....	8.00	
Dinner.....	14.00	
Supplement.....	4.00	
	<u>131.00</u>	

These per diem allowances must be in accordance with the following requirements:

1. The travel must have been obligatory during the months of July and August;
2. The travel must have been in the greater Los Angeles metropolitan area; and
3. The expenses must be verified by a receipt for lodging in the greater Los Angeles metropolitan area.

Departments are reminded that these expense payments will be made from each department's budget.

If you have any questions regarding this authorization, please contact Julie Kerk on (916) 324-0518 or ATSS 454-0518.

David J. Tirapelle
 David J. Tirapelle, Chief
 Programs and Policy Division