



George Deukmejian, Governor

To: PERSONNEL MANAGEMENT LIAISONS

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Subject: Subsistence Expenses

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO ALL ACCOUNTING OFFICERS.

State officers/employees whose designated headquarters are outside the State of California and who travel to California on official State business qualify for the out-of-state subsistence rate as defined in Section 599.619(d) or 599.621(d) of the Department of Personnel Administration regulations. They may claim actual lodging expenses, supported by a receipt/voucher, plus designated high cost rate meal and supplemental expenses in accordance with Section 599.619(a) or 599.621(a). Failure to furnish lodging receipts will limit reimbursement to the statewide lodging rate.

State officers/employees whose designated headquarters are within the State of California and who are temporarily assigned outside California shall claim:

- the appropriate out-of-state subsistence rate while on travel status outside the State of California.
- the statewide subsistence rate, or if applicable, the high cost rate while on travel status within the State of California.

They may not claim subsistence within 25 miles of their designated headquarters in accordance with Section 599.616(a) (2).

If you have any questions please call Diane Hachey at 324-0439, ATSS 454-0439.


R. L. Rutherford, Chief
Personnel Services Branch

DEPARTMENT OF PERSONNEL ADMINISTRATION
Management Memorandum