



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: MM87-17  
EFFECTIVE DATE: As Indicated Below  
EXPIRATION DATE: June 30, 1988  
DATE OF ISSUE: October 16, 1987

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

- PERSONNEL OFFICERS
- EMPLOYEE RELATIONS OFFICERS
- ACCOUNTING OFFICERS

SUBJECT: Allowances and Travel Reimbursement Rates

The following are the allowances and travel reimbursement rates approved by the Department of Personnel Administration. This memorandum supersedes the Department of Personnel Administration Management Memorandum, 85-17-1.

MILEAGE AND SUBSISTENCE ALLOWANCES

Effective dates are as follows for all excluded employees and bargaining units with approved Memoranda of Understanding:

- July 1, 1987 for Bargaining Units 13 and 18.
- July 8, 1987 for all excluded employees.
- July 20, 1987 for Bargaining Unit 5.
- August 1, 1987 for Bargaining Units 10 and 16.
- August 15, 1987 for Bargaining Unit 8.
- August 22, 1987 for Bargaining Unit 20.
- August 25, 1987 for Bargaining Units 1, 4, and 17.
- August 26, 1987 for Bargaining Unit 15.
- September 1, 1987 for Bargaining Units 2 and 9.
- September 3, 1987 for Bargaining Unit 19.
- September 9, 1987 for Bargaining Unit 14.
- September 11, 1987 for Bargaining Unit 7.

**MILEAGE:**

Reimbursement rates to operate a privately-owned vehicle are as follows:

When authorized by department head/designee	21.0 cents per mile
When authorized by department head/designee with certification	22.0 cents to 30.0 cents per mile
Specialized vehicles	37.0 cents per mile
Private aircraft	50.0 cents per mile

**SUBSISTENCE ALLOWANCES:**

<u>Short-Term</u>	<u>Statewide</u>	<u>Designated High Cost Areas*</u>
Lodging	\$53.00	Up to \$ 71.00 with lodging receipt
Breakfast	4.00	5.00
Lunch	7.50	8.50
Dinner	13.50	15.50
Incidentals (for every full 24 hour period)	4.00	4.00
	<u>\$82.00</u>	Up to <u>\$104.00</u> with lodging receipt

**\*Designated High Cost Areas:**

San Francisco: 94102, 94103, 94104, 94105, 94106, 94107, 94108, 94109, 94110, 94111, 94112, 94114, 94115, 94116, 94117, 94118, 94121, 94122, 94123, 94124, 94127, 94129, 94131, 94132, 94133, 94134

San Francisco International Airport/San Mateo County: 94010, 94030, 94080, 94128

Los Angeles: 90004, 90005, 90006, 90007, 90010, 90012, 90013, 90014, 90015, 90017, 90019, 90020, 90021, 90024, 90025, 90028, 90035, 90036, 90038, 90041, 90045, 90046, 90048, 90049, 90057, 90064, 90067, 90069, 90071, 90077, 90210, 90212, 90230, 90245, 90292

Anaheim: 92802, 92805

Long Beach: 90801, 90802, 90803, 90804, 90815

Burbank: 91601

Monterey: 93940

Newport Beach: 92660, 92663

Oakland: 94606, 94607, 94608, 94621

Costa Mesa: 92626

San Diego: 92101, 92103, 92106, 92108, 92109, 92110

San Jose: 95110, 95111, 95112, 95113, 95121, 95131

Santa Barbara: 93101, 93105, 93108, 93110, 93117

Irvine: 92714, 92715

Long-Term/Non-Commercial \$46.00

MILEAGE AND SUBSISTENCE ALLOWANCES

Effective dates are as follows for bargaining units 3, 6 and 11:

July 1, 1985 for Bargaining Units 3 and 11  
August 31, 1985 for Bargaining Unit 6

MILEAGE:

Reimbursements rates to operate a privately-owned vehicle are as follows:

When a state vehicle is available	16.5 cents per mile
When authorized by department head/designee or State vehicle is not available	20.5 cents per mile
When authorized by department head/designee or State vehicle is not available with Certification	21.0 cents per mile Up to 30.0 cents per mile
Specialized vehicles	37.0 cents per mile
Private aircraft	42.0 cents per mile

SUBSISTENCE ALLOWANCE:

<u>Short Term</u>	<u>Statewide</u>	<u>Designated High Cost Areas**</u>
Lodging	\$47.00	Up to \$63.00 with lodging receipt
Breakfast	4.00	5.00
Lunch	7.00	8.00
Dinner	13.00	15.00
Incidentals (for every full 24-hour period)	4.00	4.00
	<u>\$75.00</u>	Up to <u>\$95.00</u> with lodging receipt

**\*\*Designated High Cost Areas:**

San Francisco: 94102, 94103, 94104, 94105, 94107, 94108, 94109, 94110, 94111, 94112, 94114, 94115, 94116, 94117, 94118, 94121, 94122, 94123, 94124, 94127, 94129, 94131, 94132, 94133, 94134

Los Angeles: 90004, 90005, 90006, 90007, 90010, 90012, 90013, 90014, 90015, 90017, 90019, 90020, 90021, 90024, 90025, 90028, 90035, 90036, 90038, 90041, 90045, 90046, 90048, 90049, 90057, 90064, 90067, 90069, 90071, 90077, 90210, 90212, 90230, 90245

Long Beach: 90801, 90802, 90803, 90804, 90815

Monterey: 93940

Oakland: 94606, 94607, 94608, 94621

San Diego: 92101, 92103, 92106, 92108, 92109, 92110

San Jose: 95112, 95113, 95121, 95131

Santa Barbara: 93101, 93105, 93108, 93110, 93117

Long-Term/Non-Commercial            \$41.00

MILEAGE AND SUBSISTENCE ALLOWANCE

The following rates are effective July 1, 1985 for Bargaining Unit 12:

**MILEAGE:**

Reimbursement rates to operate a privately-owned vehicle are as follows:

When a state vehicle is available	16.5 cents per mile
When authorized by department head/designee or State vehicle is not available	20.5 cents per mile
When authorized by department head/designee or State vehicle is not available with Certification	21.0 cents per mile
Specialized vehicles	Up to 30.0 cents per mile
Private aircraft	37.0 cents per mile
	42.0 cents per mile

**SUBSISTENCE ALLOWANCES:**

<u>Short-Term</u>	<u>Statewide</u>	<u>Designated High Cost Areas***</u>
Lodging	\$39.00	Up to \$55.00 with lodging receipt
Breakfast	4.00	5.00
Lunch	7.00	8.00
Dinner	12.00	14.00
Incidentals (for every full 24-hour period)	4.00	4.00
	<u>\$66.00</u>	Up to <u>\$86.00</u> with lodging receipt

**\*\*\*Designated High Cost Areas:**

San Francisco:	94102, 94103, 94104, 94105, 94107, 94108, 94109, 94110, 94111, 94112, 94114, 94115, 94116, 94117, 94118, 94121, 94122, 94123, 94124, 94127, 94129, 94131, 94132, 94133, 94134
Los Angeles:	90004, 90005, 90006, 90007, 90010, 90012, 90013, 90014, 90015, 90017, 90019, 90020, 90021, 90024, 90025, 90028, 90035, 90036, 90038, 90041, 90045, 90046, 90048, 90049, 90057, 90064, 90067, 90069, 90071, 90077, 90210, 90212, 90230, 90245
San Diego:	92101, 92103, 92106, 92108, 92109, 92110

Long Term/Non-Commercial            \$41.00

OUT OF STATE AND OUT OF COUNTRY SUBSISTENCE ALLOWANCES

The following is applicable to all represented and excluded employees:

Out of State

Employees may claim actual lodging expenses supported by a receipt. If no receipts are available reimbursement will be limited to the statewide lodging rate. Meal and incidental expenses are reimbursable at the high cost rate.

Out of Country

Refer to Sections 599.619(e) and 599.721(e) of the Department of Personnel Administration regulations.

HIGH COST AREA MEALS AND LODGING

The following is applicable to all represented and excluded employees:

For one-day trips where a lodging receipt is not available, employees may claim the appropriate high cost meal allowance for breakfast and/or dinner, and certify that the meal was consumed in the designated high cost area in accordance with Sections 599.619(a) or 599.621(a) and 599.625(b), of the Department of Personnel Administration regulations.

Employees may be reimbursed for the actual cost of lodging expenses; supported by a lodging receipt bearing one of the designated zip codes, not to exceed the high cost rate, but not less than the statewide lodging rate.

OVERTIME MEAL ALLOWANCES

	<u>Up To</u>
Bargaining Units 1*, 2, 4*, 5, 9, 10, 13, 14, 15*, 16, 17*, 18, 19* and 20* (Effective as indicated on Page 1)	\$7.50 (receipts may be required)
Bargaining Units 3, 11 and 12 (Effective 7/1/85)	\$7.25 (receipts may be required)
Bargaining Unit 12 (Cal Trans only) (Effective 7/1/85)	\$5.00 (no receipts required)
Bargaining Unit 6 (Effective 1/1/86)	Refer to MOU Provisions
Bargaining Unit 7 (Effective 9/11/87)	\$7.50 (receipts may be required)
Bargaining Unit 8 (Effective 8/15/87)	Refer to MOU Provisions
Bargaining Unit 13 (Cal Trans and Correctional Facilities) (Effective 7/1/87)	Refer to MOU Provisions
Excluded Employees (Effective 7/8/87)	\$8.00 (no receipts required)

See 87/88 Agreement for employees of Department of Corrections, California Youth Authority and Developmental Centers/Hospitals

## MOVING EXPENSES

All represented and excluded employees:

Effective July 1, 1987, the State shall reimburse employees in accordance with existing Department of Personnel Administration regulations.

## SUMMARY

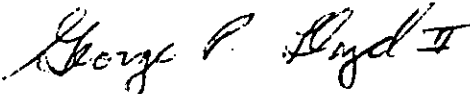
This memorandum will be updated as information becomes available for Bargaining Units 3, 6, 11 and 12. Information concerning Uniform, Tool and Boot Allowances, and License Renewal, Certification or Registrations Fees will be provided as it becomes available.

Additional information regarding allowances and travel reimbursement rates for represented employees may be found in the current agreements and Sections 599.615 to 599.638, 599.714 to 599.734 of the Department of Personnel Administration regulations.

Information for excluded employees may be found in Sections 0700 to 0777 of the State Administrative Manual and Sections 599.615 to 599.638, 599.714 to 599.734 of the Department of Personnel Administration regulations.

Accounting Officers, Employee Relations Officers or Personnel Officers who have any questions should call Jan Sale at 324-0439, ATSS 454-0439.

If employees have any questions, they should contact their department's Accounting Office.



George P. Lloyd II, Chief  
Classification and Compensation Division