



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: MM88-16  
EFFECTIVE DATE: July 1, 1988  
EXPIRATION DATE: Indefinite  
DATE OF ISSUE: June 24, 1988

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

ACCOUNTING OFFICERS  
EMPLOYEE RELATIONS OFFICERS  
HOLDERS OF THE SUPERVISOR'S TRAVEL GUIDE

SUBJECT: Mileage and Subsistence Allowances for Nonrepresented Employees

The attached memo to Agency Secretaries and Department Directors outlines the changes in mileage and subsistence allowances for nonrepresented employees. Also attached are copies of the revised Department of Personnel Administration (DPA) Rules 599.619, 599.623, 599.631 and 599.722.

When performing post audits on the appointing powers' delegated authority to approve lodging expenses up to \$105.00 plus taxes, the DPA will be using the following criteria:

1. All requests to exceed the \$75.00 lodging rate must be made prior to the date of travel.
2. All requests must be in writing and include the following information:
  - . The name and address of the establishment where expenses are to be incurred.
  - . The actual amount of the anticipated expenses.
  - . The reason(s) why it is necessary to incur expenses in excess of \$75.00, such as, but not limited to:
    - a. Employee is required to stay at the lodging site.
    - b. Employee is handicapped and requires "reasonable accommodations".

- c. State business will be conducted in late night meetings.
- d. Cost of transportation to alternative lodging equals the cost of the rate being requested.
- e. Availability of transportation to alternative lodging.
- f. Availability of alternative lodging.

3. The name(s) of the traveler(s). If more than one traveler, a detailed explanation of why one employee could not achieve the objective of the trip.

Accounting Office staff with questions should call Jan Sale at (916) 324-0439, ATSS 454-0439. Employees with questions should be directed to call their Accounting Office.

*Jerri Martin for*

R. L. Rutherford, Manager  
Personnel Services Branch

Attachments

MEMORANDUM

TO: Agency Secretaries  
Department Directors

DATE: June 24, 1988



FROM: James D. Mosman, Director  
Department of Personnel Administration  
Office of the Director

SUBJECT: Mileage and Subsistence Allowances for Nonrepresented Employees

The Department of Personnel Administration (DPA) is making several substantive changes in the State's approach to mileage and subsistence allowances for nonrepresented employees, effective July 1, 1988. The general thrust of these changes is to provide additional flexibility to operating departments, especially with regard to reimbursement for lodging expenses. The most significant changes are (1) the elimination of the distinction between statewide and high cost areas for reimbursement purposes, and (2) the delegation of additional authority to appointing powers to approve in-state lodging up to \$105.

With regard to the additional delegated authority, it is expected that appointing powers will exercise fiscal prudence and approve the higher lodging allowance only when it serves the State's best interest. DPA plans to conduct periodic post audits of the delegated authority to approve lodging expenses up to \$105.

While the new approach to reimbursement for lodging affords higher rates in some cases, no additional funding is being provided. Departments are expected to control applicable travel costs within presently budgeted allotments.

The following is a summary of the reimbursement rates that a nonrepresented employee may claim for mileage and subsistence, effective July 1, 1988. A comparable reimbursement schedule has been offered to representatives of rank-and-file employees but is subject to completion of the collective bargaining process. We are asking each department to provide this information to all affected nonrepresented employees.

1. Mileage Expenses

The standard rate for mileage reimbursement for nonrepresented employees is increased to 22.5 cents per mile. Nonrepresented employees who elect to claim more than 22.5 cents per mile may claim up to 30 cents per mile upon completion of the Privately - Owned Vehicle Operating Cost Certification, DPA Form 263.

Agency Secretaries  
Department Directors  
June 24, 1988  
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2. Subsistence Allowance

For nonrepresented employees, there is no longer a distinction between statewide and high cost areas for the subsistence allowance reimbursement.

The reimbursement rates for short-term travel are as follows:

o Meals

Breakfast	\$ 5.00
Lunch	9.00
Dinner	16.00
Incidentals	<u>5.00</u>
TOTAL	\$35.00

o Lodging

Statewide, without a lodging receipt	\$47.00
Statewide, with a lodging receipt	Actual lodging expense up to \$75.00 plus applicable taxes
Statewide with <u>prior</u> written approval of the appointing power and receipt	Actual lodging up to \$105.00 plus applicable taxes

Reimbursement of lodging expenses in excess of \$105.00 plus applicable taxes requires advance written approval from DPA.

When scheduling State-sponsored conferences, conventions and business meetings when State facilities are not available, every effort should be made to limit expenses to \$75.00 plus tax for lodging and the appropriate meal allowances.

3. Long-Term/Noncommercial Subsistence

The long-term and noncommercial subsistence rate is increased to \$47.00 for nonrepresented employees.

If you have any questions, please call my staff in the Personnel Services Branch at (916) 324-4039.

**599.619. Subsistence Allowance—Non/Represented Employees.**

For the purposes of regulations governing claims for reimbursement, a non/represented employee is: an employee excluded from the definition of State employee in Section 3513(c) of the California Government Code (SEERA); an employee designated as supervisory under Section 3522.1 of the California Government Code (SEERA); a non-elected officer or employee of the executive branch of government who is not a member of the civil service.

The employee on travel status shall be reimbursed for lodging, meals and incidental expenses. The circumstances of travel will determine the rate allowed.

(a) Short-term subsistence allowance will be authorized when the traveler incurs expenses comparable to those arising from the use of good, moderately priced establishments, catering to the general public. The short-term allowance is intended for trips of such duration that weekly or monthly rates are not obtainable and will be discontinued after the 30th consecutive day in one location unless a continuation has been previously approved by the appointing power. After 30 consecutive days in one location, an employee may claim the long-term allowance.

In computing allowances for continuous travel of more than 24 hours and less than 31 consecutive days, one full allowance will be paid for each complete 24 hours of travel, beginning with the traveler's time of departure, in accordance with the following:

**(1) Meals:**

	<i>Statewide</i>		<i>Designated High Cost Area</i>	
<b>(1) Lodging</b> //	<b>\$83/88</b>	<b>Up to</b>	<b>\$71/88</b>	<b>(with lodging receipts)</b>
Breakfast .....	<u>4/88</u>	<u>\$5.00</u>	8/88	
Lunch .....	<u>7/88</u>	<u>9.00</u>	8/88	
Dinner .....	<u>13/88</u>	<u>16.00</u>	13/88	
Supplement .....	<u>4/88</u>	<u>5.00</u>	4/88	
<b>Total</b>	<b>\$82/88</b>	<b>\$35.00</b>	<b>Up to \$104/88</b>	<b>(with lodging receipts)</b>

(2) Lodging:

- (A) Statewide, no receipts                      \$47.00
- (B) Statewide, with receipts                      actual up to \$75.00 plus tax
- (C) Business meetings and Non-State                      actual up to \$105.00 plus tax  
sponsored conferences or conven-  
tions; require advance written  
approval by the appointing power  
(with receipts)

Reimbursement of lodging expenses in excess of \$105.00 plus tax requires advance written approval from DPA.

*(2) Designated High-Cost Areas: To be eligible for the night lodging allowance, the employees must be required to travel to designated high cost areas and must furnish a commercial lodging receipt for the day(s) of travel which bears one of the following ZIP codes:*

*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            94010, 94030, 94080, 94128*

*Los Angeles     90004, 90005, 90006, 90007, 90010, 90012, 90013, 90014, 90015, 90017,  
90019, 90020, 90021, 90024, 90025, 90028, 90033, 90036, 90038, 90041,  
90043, 90046, 90048, 90049, 90057, 90064, 90067, 90069, 90071, 90077,  
90210, 90212, 90230, 90243, 90292*

San Diego/ 92101/ 92103/ 92106/ 92108/ 92109/ 92110

Long Beach/ 90801/ 90802/ 90803/ 90804/ 90815

Santa Barbara/ 93101/ 93105/ 93108/ 93110/ 93117

Monterey/ 93940

Oakland/ 94606/ 94607/ 94608/ 94621

San Jose/ 95110/ 95111/ 95112/ 95113/ 95121/ 95131

Newport Beach/ 92660/ 92662

Costa Mesa/ 92626

Irvine/ 92714/ 92715

Burbank/ 91601

Anaheim/ 92802/ 92803

Reimbursement for lodging in designated high-cost areas shall be for actual expenses up to the maximum lodging rate but not less than the statewide lodging rate.

Receipts bearing other than the above ZIP codes, or no receipts, will limit reimbursement to the statewide rate.

(3) For travel which is the last fractional part of a period of travel of more than 24 hours, the authorized allowance for meals and/ or lodging will be paid. If the travel extends past 9 a.m., a breakfast may be claimed; if the travel extends past 2:00 p.m., a lunch may be claimed; if the travel extends past 7 p.m., a dinner may be claimed; if the travel extends overnight, lodging may be claimed.

(4) In computing allowances for continuous travel of less than 24 hours, when the travel is not performed wholly between 6 a.m. and 7 p.m., the following allowances will be authorized when appropriate expenses have been incurred:

<u>Statewide</u>	<u>Dedicated High</u>
<u>Lodging</u>	<u>Cobb Area</u>
Lodging // \$82/00	Up to \$71/00 (with lodging receipts)
Breakfast ..... 4/00 \$5.00 // 3/00	
Dinner ..... 12/00 \$16.00 // \$18/00	
Lodging ..... as defined in Section (a)(2)(A)(B)(C)	

(5) If the cost of a meal ~~or meals~~ is included in a conference fee or is otherwise paid for or provided, the traveler may claim up to the total per diem allowance of \$110.00 (\$82/00 statewide/ \$104/00 High Cobb areas) when supported by a receipt, for lodging expenses. If the cost of a meal is included in a conference or convention fee and is otherwise paid for or provided, and the conference or convention is sponsored by a non-state agency, the traveler may with prior written approval claim up to the total per diem allowance of \$140.00, when supported by a receipt, for lodging expenses.

(b) A ~~V~~long-term subsistence allowance of ~~\$48/00~~ \$47.00 per day will be authorized when the traveler incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor. Subsistence shall be paid in accordance with procedures prescribed by the Department of Personnel Administration.

(1) An employee on long-term field assignment who maintains a permanent residence elsewhere while living at the job location may claim the full long-term allowance if one of the following exists:

(A) The ~~P~~permanent residence is occupied by employee's dependents, or

(B) The ~~P~~permanent residence is maintained at a net expense to the employee exceeding \$200 per month.

To qualify for this allowance, an employee must submit substantiating evidence of either condition to the appointing power in accordance with its requirements.

(2) An employee on long-term field assignment who does not maintain a permanent residence away from the job site will be authorized a long-term subsistence allowance of ~~\$23/00~~ \$23.50 per day.

(3) An employee may claim the appropriate allowance for every 24-hour period on travel status. Allowance for partial day travel status will be as follows:

- (A) Less than 12 hours..... \$23/00 \$23.50
- (B) 12 to 24 hours ..... \$48/00 \$47.00

(c) A non/commercial subsistence allowance of ~~\$48/00~~ \$47.00 per day will be authorized when the traveler incurs expenses comparable to those arising from the use of non/commercial ~~subsidized~~ facilities such as, but not limited to, house trailers ~~of~~ and camping equipment/ or when staying with friends or relatives.

(1) An employee will be eligible to claim this allowance for every 24-hour period on travel status. Allowance for partial day travel status will be as follows:

- (A) Less than 12 hours..... ~~\$23/00~~\$23.50
- (B) 12 to 24 hours ..... ~~\$48/00~~\$47.00

(d) Out-of-State Subsistence Allowance. For out-of-state travel, ~~state~~ employees will be reimbursed for actual lodging expenses, supported by a voucher, and will be reimbursed for meal and supplemental expenses at the ~~designated high cost~~ rates defined in ~~accordance with~~ Section 599.619(a) (1). Failure to furnish lodging receipts will limit reimbursement to the ~~statewide~~ lodging rate specified in Section 599.619(a) ~~(1)~~ (2)(A).

(e) Out-of-Country Subsistence Allowance. When employees are authorized to travel outside the United States, and maintain a permanent U.S. residence occupied by the employees' dependents or maintained at a net monthly expense exceeding \$200, reimbursement of subsistence expenses may exceed established rates only upon prior approval of the specific rates by the Department of Personnel Administration.

(f) Exceptions to these provisions to provide higher subsistence allowances may be approved in advance by the Director of the Department of Personnel Administration.

NOTE: Authority cited: Sections 3517.8, 19815.4(d), 19816 and 19820, Government Code. Reference: Section 11030, Government Code.

HISTORY:

1. New Chapter 3 (Sections 599.619-599.745, not consecutive) filed 10-12-82 as an emergency; effective upon filing (Register 82, No. 42). A Certificate of Compliance must be transmitted to OAL within 180 days or emergency language will be repealed on 4-10-83.
2. Certificate of Compliance including amendments transmitted to OAL 3-15-83 and filed 4-19-83 (Register 83, No. 17).
3. Redesignation of Sections 599.619-599.632, not consecutive, to Article 2 filed 9-6-83; effective thirtieth day thereafter (Register 83, No. 37).
4. Amendment filed by the Department of Personnel Administration with the Secretary of State on 8-20-84; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 85, No. 18).

5. Amendment filed by Department of Personnel Administration with the Secretary of State on 5-23-86; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 86, No. 26).

6. Amendment filed by the Department of Personnel Administration with the Secretary of State on July 8, 1987; operative July 8, 1987. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Registration 87, No. 32).

**599.623. Meal Expenses - Non/Represented Employees.**

A non/represented employee is defined in Section 599.619.

(a) Overtime Meals. When a non/represented employee is required to work overtime, he/she may receive an overtime meal allowance ~~for actual expenses, up to a maximum of~~ \$8.00. To be eligible, the employee must be required to report to work at least two hours prior to or remain at least two hours past his/her regularly scheduled work day/ , or work a minimum of 10 hours on a regularly scheduled day off or holiday.

When required to work for extended periods of time, the employee may be reimbursed for ~~actual~~ meal expenses ~~not to exceed the maximum~~ prescribed herein for each additional six-hour period. No more than three overtime meal allowances may be claimed during any 24-hour period. The meal time itself shall not be included in the computation of overtime for purposes of this allowance.

Agencies operating facilities for feeding officers, employees, and official guests may furnish an official guest meal to an employee. Agencies shall maintain a record of all guest meals furnished for this purpose. A non/represented employee may not claim reimbursement for an overtime meal or be furnished a meal free of charge if claiming per diem.

(b) Business-Related Meals. When it is necessary for a non/represented employee to conduct official state business during a meal, ~~they~~ he/she may be reimbursed for actual meal expenses up to the maximums prescribed in Section 599.619(a)(1).

To claim reimbursement for a business-related meal, the circumstances surrounding the meal must be beyond the control of the employee and it must be impractical to complete the business during normal working hours. A non/represented employee may not claim reimbursement for a business-related meal if ~~they are~~ he/she is claiming per diem.

Claims for meal expenses where business is incidental to the meal or the attendance of the employee is primarily for public or community relations are specifically prohibited.

This section is intended to allow an agency to reimburse non/represented employees for meal expenses in the limited number of instances where they are required to incur such expenses in connection with the conduct of official state business.

(c) Meals of Appointees. Members of non-salaried boards, commissions, and duly constituted advisory committees may be reimbursed for actual expenses up to the maximums prescribed in Section 599.619(a)(1)(2) when attending board, commission, and committee meetings. The restrictions of Section 599.616 do not apply. They may not claim this if they are also claiming subsistence allowance while on travel status.

*The regulations of Section 599.619 do not apply! They may not claim this allowance if they are also claiming per diem!* While on travel status other than attending board, commission or committee meetings, appointees may be reimbursed for expenses prescribed in Section 599.619.

(d) Non/represented employees of the Department of Forestry engaged in emergency fire suppression activities may be reimbursed for meal expenses without regard to any limitations. Emergency fire suppression activities are defined as actions taken under emergency conditions to extinguish uncontrolled fires which threaten to destroy life, property, or resources.

(e) Exceptions to these regulations may be approved in advance by the Department of Personnel Administration.

NOTE: Authority cited: Sections 19815.4(d), 19816 and 19820, Government Code.  
Reference: Section 11030, Government Code.

HISTORY:

1. Repealed and new section filed by Department of Personnel Administration with the Secretary of State on 9-9-85; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 85, No. 41).
2. Correction of History NOTE No. 1 (Register 86, No. 28).

**599.631. Transportation by Automobile—Non/~~R~~represented Employees.**

A non/represented employee is defined in Section 599.619.

(a) Where the employee is authorized to use a privately owned automobile on official State business a rate of ~~21~~ 22.5 cents per mile will be allowed without certification and up to 30 cents per mile with certification.

The Department of Personnel Administration may establish appropriate controls over payment of this allowance by a state agency where the Department reasonably believes that proper control has not been exercised by the agency.

(b) Where the employee's use of a privately owned automobile is authorized for travel to or from a common carrier terminal, and the automobile is not parked at the terminal during the period of absence, a rate of ~~42~~ 45 cents up to 60 cents per mile may be claimed while the employee occupies the automobile for the distance between the terminal and his/her residence or headquarters, whichever is less, except that if the employee commences or terminates travel one hour before or after his/her regularly scheduled work day, or on a regularly scheduled day off, mileage may be computed from his/her residence. Claims exceeding ~~42~~ 45 cents per mile must be certified in accordance with Section 599.631(a).

(c) All ferry, bridge, or toll road charges will be allowed.

(d) All necessary parking charges while on state business will be allowed for:

(1) Day parking on trips away from the headquarters office and employee's primary residence.

(2) Overnight public parking on trips away from the headquarters and employee's primary residence, except that parking should not be claimed if expense-free overnight parking is available.

(3) Day parking adjacent to headquarters office, but only if the employee had other reimbursable private or state automobile expenses for the same day. An employee may not prorate weekly or monthly parking fees.

(e) Gasoline and routine automobile repair expenses will not be allowed.

(f) The mileage reimbursement rates include the cost of maintaining liability insurance at the minimum amount prescribed by a law and collision insurance sufficient to cover the reasonable value of the automobile, less a standard deductible. When a privately owned automobile operated by state officer, agent or employee is damaged by collision or is otherwise accidentally damaged, reasonable reimbursement for repair will be allowed if:

(1) The damage occurred while the automobile was used on official state business by permission or authorization of the employing agency; and

(2) The automobile was damaged through no fault of the state officer, agent or employee; and

(3) The amount claimed is an actual loss to the state officer, agent or employee, and is not recoverable directly from or through the insurance coverage of any party involved in the accident; and

(4) The loss claimed does not result from a decision of a state officer, agent or employee not to maintain collision coverage; and

(5) The claim is processed in accordance with the procedures prescribed by the Department of Personnel Administration.

(g) Specialized Vehicles. An employee with a physical disability who must operate a motor vehicle on official state business and who operate only specially equipped or modified vehicles may claim a rate of 22.5 cents per mile without certification and up to 37 cents per mile with certification. In accordance with Section 599.631(b) Where travel is authorized to and from a common carrier terminal, and the vehicle is not parked at the terminal during the period of absence, a rate of up to 74 cents per mile may be claimed while the employee occupies the vehicle for the distance between the terminal and his/her residence or headquarters, whichever is less, except that if the employee commences or terminates travel one hour before, or after his/her regular scheduled work day, or on a regularly scheduled day off, mileage may be computed from his/her residence. Claims exceeding 45 cents per mile must be certified in accordance with Section 599.631(a). Supervisors approving these claims must determine the employee's need for the use of such vehicles.

NOTE: Authority cited: Sections 3517.8, 19815.4(d), 19816 and 19820, Government Code. Reference: Section 11030, Government Code.

HISTORY:

1. Amendment of subsections (a)-(c) and (h) filed by the Department of Personnel Administration with the Secretary of State on 8-20-84; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 85, No. 18).

2. Amendment filed by the Department of Personnel Administration with the Secretary of State on July 8, 1987; operative July 8, 1987. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 87, No. 32).

**599.722. Relocation Allowance - Non/Represented Employees.**

A non/represented employee is defined in Section 599.619.

(a) If eligible under Section 599.714, an officer or employee shall be reimbursed for lodging, meal and ~~incidental~~ supplemental expenses in accordance with Section 599.619(a)(1) (2) or (d) while locating a permanent residence at the new location.

(1) The allowance shall not be paid for more than 60 days unless the Director of the Department of Personnel Administration has determined in advance that the change of residence will result in unusual and unavoidable hardship for the officer or employee and determined the maximum allowance to be received by said officer or employee.

(2) Interruptions in relocation caused by sick leave, vacation or other authorized leaves of absence shall be reimbursable at the option of the employee.

(3) The relocation allowance shall terminate immediately upon establishment of a permanent residence. The department shall determine when a permanent residence has been established.

(b) ~~Meal~~ Meal expenses arising from ~~one day~~ trips to the new location for the sole purpose of locating housing shall be reimbursed in accordance with Section 599.619(a)(1), (2) or 599.619 (d). The period claimed shall be included in the computation of the 60-day relocation period.

NOTE: Authority cited: Section 3517.8, Government Code. Reference: Section 19854, Government Code.

**HISTORY:**

1. Redesignation of Section 599.722 to Article 7 filed 9-6-83; effective thirtieth day thereafter (Register 83, No. 37). For prior history, see Registers 83, No. 17 and 82, No. 42.
2. Amendment filed by Department of Personnel Administration with the Secretary of State on 8-27-85; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 85, No. 39).