

M E M O R A N D U M

PERSONNEL MANAGEMENT LIAISONS

Date: June 1, 1988
Reference Code: 88-33

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

ACCOUNTING OFFICERS
PERSONNEL OFFICERS
EMPLOYEE RELATIONS OFFICERS

From: Department of Personnel Administration

Subject: Per Diem and Mileage Expenses During Negotiations

The Department of Personnel Administration (DPA) is granting an exception to DPA Rules 599.616, 599.619, 599.626, and 599.631.


Effective May 1, 1988, employees directly involved in collective bargaining activities, representing management, for the contract year 1988-89 may claim the following:

1. During direct negotiations with the exclusive representatives, reimbursement for dinner, when the meal expense is actually incurred, will be allowed within 25 miles of headquarters. No receipts will be required.
2. Overtime (OT) meals may be claimed if appropriate, not to exceed three OT meals in any one 24-hour period. If a dinner meal has been claimed, an employee may be reimbursed for actual overtime meal expenses, up to the maximum of \$8.00, for each additional 6-hour period.
3. Private vehicle mileage may be claimed at 21 cents up to 30 cents per mile (with certification). Mileage may be claimed to/from home or headquarters to/from the job site, whichever is the lesser distance.

When needed, the DPA will be responsible for providing lodging accommodations, caucus and office rooms at the hotels/motels used as negotiating sites.

A copy of this memo should be attached to all applicable employee expense claims when submitting them to the State Controller's Office for payment.

If you have any questions regarding this authorization, please call Jan Sale at (916) 324-0439, ATSS 454-0439.


R. L. Rutherford, Manager
Personnel Services Branch