

State of California

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS Date: AUGUST 17, 1992
Reference Code: 92-93

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

DEPARTMENT DIRECTORS AND AGENCY SECRETARIES; EMPLOYEE
RELATIONS OFFICERS; ACCOUNTING OFFICERS; HOLDERS OF THE
SUPERVISOR'S TRAVEL GUIDE; TRAVEL AND RELOCATION LIAISONS

From: Department of Personnel Administration

Subject: BUSINESS AND TRAVEL - REPRESENTED EMPLOYEES IN BU 21

The purpose of this memorandum is to notify you of some unique language regarding travel to the location of a secondary residence in the Memorandum of Understanding applicable to represented employees in Bargaining Unit 21.


As before, when an employee maintains more than one dwelling and is required to travel to the location of his/her secondary residence on official State business, he/she may claim only the noncommercial rate. The noncommercial rate of \$47.00 per day is now designated as two separate increments of \$24.00 for meals and incidentals and \$23.00 for lodging for each 24 hour period of travel; \$23.50 total for less than 12 hours.

The unique new language further restricts the payment of per diem in the vicinity of the secondary residence as follows:

An employee may claim subsistence allowances when he/she must travel on State business a minimum of 75 miles from the secondary residence. The department must approve the necessity and reasonableness of such expense.

In summary, a represented employee in Bargaining Unit 21 who maintains a secondary residence, may claim only the noncommercial rate any time he/she is on State business within 75 miles of the secondary residence.

Employees with questions should contact their department travel liaison. Liaisons with questions should contact Terrie Jordan at 324-9377.


Patricia Pavone, Chief
Benefits and Training Division