

**Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel/Relocation Programs – Lodging/Per Diem Increase for SEIU, CAHP, PEGC, and Excluded Employees	REFERENCE NUMBER: 2013-026
DATE ISSUED: 8/12/2013	SUPERSEDES: PML 2013-022

This memorandum should be forwarded to:

**Accounting Officers
Budget Officers
Claims Coordinators
Employee Benefit Officers
Labor Relations Officers
Personnel Officers
Personnel Transactions Staff
Personnel Transactions Supervisors
Travel and Relocation Liaisons**

FROM: Department of Human Resources
Benefits and Training Division

CONTACT: Ray Asbell, Statewide Travel/Relocation Program Manager
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Effective September 1, 2013, a minor change will take place for Per Diem reimbursement rates that apply to SEIU [Bargaining Units (BU) 1, 3, 4, 11, 14, 15, 17, 20, and 21], CAHP (BU 5) and all Non-Represented (Excluded/Exempt) employees. Employees represented by PEGC (BU 9) will see similar changes. Rank and file employees not represented by SEIU, CAHP, and PEGC will continue to use the rates found in their current contract until further notice.

Short-Term Lodging Rates (SEIU, CAHP, and Excluded Employees)

- All Counties/Cities located in California (except as noted below):
Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.
- Napa, Riverside, and Sacramento Counties:
Actual lodging expense, supported by a receipt, up to \$95 per night, plus tax.
- Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica:
Actual lodging expense, supported by a receipt, up to \$120 per night, plus tax.
- Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties:
Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.
- San Francisco County and the City of Santa Monica:
Actual lodging expense, supported by a receipt, up to \$150 per night, plus tax.

Short-Term Lodging Rates (PECG Employees Only)

- All Counties/Cities located in California (except as noted below):
Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.
- Napa, Riverside, and Sacramento Counties:
Actual lodging expense, supported by a receipt, up to \$95 per night, plus tax.
- Los Angeles, Orange and Ventura Counties and Edwards AFB, excluding the city of Santa Monica:
Actual lodging expense, supported by a receipt, up to \$120 per night, plus tax.
- Monterey and San Diego Counties:
Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.
- Alameda, San Mateo, and Santa Clara Counties:
Actual lodging expense, supported by a receipt, up to \$140 per night, plus tax.
- San Francisco County and the City of Santa Monica:
Actual lodging expense, supported by a receipt, up to \$150 per night, plus tax.

Per Diem Rates (SEIU, CAHP, PECG, and Excluded Employees)

• **The new Per Diem rates are as follows:**

- Breakfast: \$ 7
- Lunch: \$11
- Dinner: \$23
- Incidentals: \$ 5

Please note that employees may claim only their *actual* expense for meals. In the event of an audit, employees must be prepared to furnish receipts substantiating the amount claimed.

For departments using the California Automated Travel Expense Reimbursement System (CalATERS), a CalATERS letter will be released in the near future with information and instructions on how to address the above-referenced rate changes.

If you have questions or need assistance with the information provided above, please contact Ray Asbell at the phone number or email address listed above.

/s/Greg Beatty

Greg Beatty, Chief
Benefits and Training Division