

**Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel – Excess Lodging Rate Request form (STD 255C) Revision/Reminder of Reporting Requirements	REFERENCE NUMBER: PML 2013-044
DATE ISSUED: 12/19/2013	SUPERSEDES:

This memorandum should be forwarded to:

**Accounting Officers
Budget Officers
Claims Coordinators
Employee Benefits 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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Statewide Travel Lodging Reimbursement Rates have been updated, and as a result, the Department of Human Resources (CalHR) has revised the Excess Lodging Rate Request form (STD 255C).

The most significant change is that the delegation to all Agencies/Departments for all forms of approved travel (regular travel and conferences/conventions) has increased to a maximum \$150/night. All amounts above the delegated amount of \$150/night must receive prior CalHR approval.

Policy detailed in [PML 2006-013](#) remains in force and effect for all represented and excluded/exempt employees. Agencies/Departments are reminded that they must continue to submit to CalHR an annual report documenting all of the STD 255C's approved within your delegation. The reporting period is July 1– June 30 and is due to CalHR no later than August 31st.

Questions or concerns about this memo should be directed to Ray Asbell at the phone number or email address listed above.

/s/Darlene Schell

Darlene Schell, Chief
Benefits and Training Division