

TRAVEL REIMBURSEMENT RATES

Fiscal Year 2020-2021

All claimed travel expenses must be for the actual amount of expense (up to maximum rate). **Receipts are required for all travel reimbursements, including tips.** To qualify for reimbursement, travel must be pre-approved by your SCC grant manager.

MEALS	
Per Diem	MAX RATE
Breakfast <i>if travel begins at or before 6am</i>	\$7
Lunch <i>lunch cannot be reimbursed for one-day travel</i>	\$11
Dinner <i>if travel ends at or after 7pm</i>	\$23
Incidentals <i>Cannot be claimed for travel less than 24 hours</i>	\$5
TIPPING	
Tips reimbursed for meals, taxis, and rideshares. Meal tips are counted as part of per diem.	
Maximum \$2.00 or 20%, whichever is greater.	

TRANSPORTATION	
State requires use of least costly transportation method. May not purchase first class or business class air/rail/bus tickets if budget class available.	
Actual expenses reimbursed for tolls, parking, rental car and taxi or rideshare (see also Tipping).	
MILEAGE	
Per Mile Rate	\$0.575
<i>Based on IRS rate</i>	<i>as of 1/1/2020</i>
<i>Must document start and end point of trip.</i>	

LODGING RATES (per night)			
State will reimburse actual lodging expenses for all Counties/Cities in California up to the State rate of \$90 (plus taxes and fees) with the exception of the Counties listed below.			
Alameda	\$140	Sacramento	\$95
Los Angeles <i>*excluding Santa Monica</i>	\$120	San Diego	\$125
Los Angeles- Santa Monica	\$150	San Francisco	\$250
Monterey	\$125	San Mateo	\$140
Napa	\$95	Santa Clara	\$140
Orange	\$120	Ventura	\$120
Riverside	\$95		

This document is intended as guidance only; official State travel policy is available online. (<https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>)