



TRAVEL INFORMATION & POLICY

Subject: Lodging and Per Diem Increase for Employees Represented by Bargaining Unit 2 (CASE)	Number: TIP 14-04 <hr/> Date Issued: October 24, 2014
References: Department of Human Resources (CalHR) Personnel Management Letter 2014-030	Expires: Until Rescinded

Purpose: Effective October 1, 2014, the Department of Human Resources (CalHR) increased lodging and per diem reimbursement rates for official state travel for employees represented in Bargaining Unit 2 (CASE).

Effective 10/1/2014: Short-Term Lodging Rate Increases for CASE – Bargaining Unit 2 Represented 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.
- Marin County: Actual lodging expense, supported by a receipt, up to \$110 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: Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.
- Alameda, San Mateo, 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.

Effective 10/01/2014: Per Diem Rate Increases for CASE – Bargaining Unit 2 Represented Employees:

The new Per Diem rates are as follows:

- Breakfast: Actual cost, up to a maximum of \$7.00

- Lunch: Actual cost, up to a maximum of \$11.00
- Dinner: Actual cost, up to a maximum of \$23.00
- Incidentals: Actual cost, up to a maximum of \$5.00

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

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Katie.Kennedy@dot.ca.gov. TTY users may also call (800) 735-2922.