



TRAVEL INFORMATION & POLICY

Subject: Lodging and Private Aircraft Mileage Reimbursement Increase for Employees Represented by Bargaining Unit 9 and 10 Only	Number: TIP 16-04
References: http://www.calhr.ca.gov/labor-relations/Documents/sum-20150702-20180630-bu09.pdf , http://www.calhr.ca.gov/labor-relations/Documents/sum-20150702-20180701-bu10.pdf	Date Issued: July 1, 2016 Expires: Until Rescinded

Purpose: Effective July 1, 2016, the Department of Human Resources (CalHR) increased lodging and private aircraft mileage reimbursement rates for official state travel for employees represented in Bargaining Unit 9 and 10.

Effective 7/1/2016: **Short-Term Lodging Rate Reimbursement Increases for Bargaining Unit 9 and 10 Represented Employees:**

- Alameda, San Mateo, and Santa Clara Counties: Actual lodging expense, supported by a receipt, up to \$140 per night plus tax.

Private Aircraft Mileage Reimbursement Increases for Bargaining Unit 9 and 10 Represented Employees:

- \$1.29 per mile for authorized State business.

If you have questions about this TIP, please contact Cassie Baba at (916) 227-8652 or the Travel Information Line at (916) 227-9061.

To view the Department’s travel policies, please visit the [Caltrans Travel Guide](#).

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