

## CDSS TRAVEL ALERT # 18-1

January 8, 2018

TO: ALL CDSS STAFF

FROM: JAY LAL, Chief  
Accounting Disbursements Bureau

SUBJECT: TRAVEL LODGING RATE INCREASES AND REIMBURSEMENT POLICY FOR BARGAINING UNIT (BU) 1, 4, 12, 14, 16, 17, and 19 EMPLOYEES

In addition to the business and travel policies announced in [Travel Alert # 16-10](#) dated November 15, 2016, this Travel Alert announces travel short term lodging rate increases for BU 1, 4, 12, 14, 16, 17, and 19 per [the California Department of Human Resources \(CalHR\)](#). For employees represented by BU 1, 4, 14, 17, and 19, the increases became effective April 1, 2017. For BU 12, the increases became effective March 15, 2017. For BU 16, the increases became effective May 2, 2017.

### **Lodging Reimbursement Rates and Policy**

The following table summarizes the lodging reimbursement rates increase:

<b>County</b>	<b>Previous Rate</b>	<b>Current Rate</b>
All counties except those listed below:	\$90.00	\$90.00
Sacramento, Napa, Riverside	\$95.00	\$95.00
Marin	\$90.00	<b>\$110.00</b>
Los Angeles, Orange, Ventura & Edwards AFB, excluding the City of Santa Monica	\$120.00	\$120.00
San Diego, Monterey	\$125.00	\$125.00
Alameda, San Mateo, Santa Clara	\$125.00	<b>\$140.00</b>
City of Santa Monica	\$150.00	\$150.00
San Francisco	\$150.00	<b>\$250.00</b>

If employees have already received their reimbursement but incurred and claimed expenses at an old rate, they may file an amended claim for the difference if the higher costs were incurred on or after the effective date of the change.

When employees are required to obtain lodging due to state business, reimbursement will be for actual receipted lodging, plus applicable mandatory taxes and fees, in accordance with policy by CalHR and the published lodging rates.

- Employees shall only use commercial lodging establishments such as hotels, motels, bed and breakfast inns, or public campgrounds that cater to the general public.
- Lodging will not be reimbursed without a valid itemized receipt.

The Accounting Disbursements Bureau (ADB) was delegated the authority by CalHR to approve certain additional exceptions to the travel rules effective May 1, 1993, per [Personnel Management Liaisons \(PML\) 93-28](#). These delegations were extended with the provision that they will be administered according to the criteria, considerations, and record keeping requirements stated in [PML 93-28](#). All exceptions granted are subject to audit by CalHR. These delegations do not provide ADB the authority to approve after-the-fact requests.

The excess lodging request/Approval (STD. 255C) for approval must be received by ADB at mail station 9-5-27 ten days prior to the trip start date. For more information, see the [Instructions for Completing the Excess Lodging Rate Request/Approval \(STD. 255C\)](#) on the [CDSS Travel Services](#) web page.

Reimbursement for lodging and per diems is only allowed if travel is incurred 50 miles or more from home or headquarters whichever is less. An exception request must be received by ADB at mail station 9-5-27 for final approval ten days prior to the trip start date if lodging and other per diems are required when traveling under 50 miles. The request must be submitted in internal memo format with original signature from the Program's Bureau Chief or above to the ADB Chief. For more information, see the [Instructions for Completing a 50 Mile Limit Exception Request](#) on the [CDSS Travel Services](#) web page.

For travel information, please visit the [CDSS Travel Services](#) web page or contact the Travel Help Desk at [\(916\) 651-0656](tel:916-651-0656) during the hours of 9:00 a.m. – 11:00 a.m and 1:00 p.m. – 3:00 p.m. Monday through Friday or [travel@dss.ca.gov](mailto:travel@dss.ca.gov).