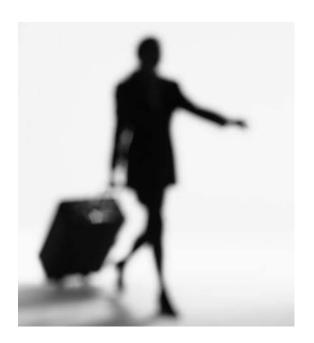
### **Travel and Per Diem**





#### **Travel and Per Diem**

- All travel expenses must adhere to current California Department of Human Resources (CalHR) travel reimbursement guidelines, which apply to contractors as well as subcontractors.
- http://www.calhr.ca.gov/employees/pages/tra vel-reimbursements.aspx

# Meals and Incidentals (6/2/14)

Expense Item	Current Rate
Breakfast	\$7
Lunch	\$11
Dinner	\$23
Incidentals	\$5



# **Trips 24 Hours or More**

First Day of Travel	
Trip begins at or before 6 am	Breakfast may be claimed
Trip begins at or before 11 am	Lunch may be claimed

rip begins at or before 5 pm	Dinner may be claimed
------------------------------	-----------------------

#### **Continuing After 24 Hours**

Trip ends at or after 8 am	Breakfast may be claimed
Trip ends at or after 2 pm	Lunch may be claimed
Trip ends at or after 7 pm	Dinner may be claimed

### **Fractional Day of Travel**

#### **Trips of Less than 24 Hours**

Trip begins at or before 6 am and Breakfast may be claimed ends at or after 9 am

Trip begins at or before 4 pm and ends at or after 7 pm

Dinner may be claimed





# **Lodging Reimbursement (10/22/13)**

Counties/Cities	Actual Lodging Expense (Supported by a Receipt) 10/22/13
All Counties/Cities in California (except as noted below)	Up to \$90 per night plus tax
Napa, Riverside and Sacramento Counties	Up to \$95 per night plus tax
Los Angeles, Orange and Ventura Counties and Edwards AFB (excluding the city of Santa Monica)	Up to \$120 per night plus tax
Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties	Up to \$125 per night plus tax
San Francisco County and the City of Santa Monica	Up to \$150 per night plus tax

## Mileage Reimbursement (12/31/13)

- Mileage reimbursement covers:
  - Gasoline
  - Cost of maintenance
  - Insurance
  - Licensing and registration
  - All other costs associated with operation of the vehicle
- The mileage reimbursement rate for personal vehicle is 56 cents per mile.

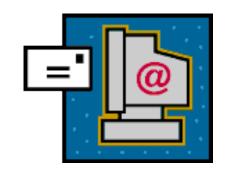


### **Contract Approved Travel**

- Any travel already approved in the contract is allowable and does not need pre-approval.
- No proration is necessary.

### When Pre-Approval is Required

- Before all travel not already approved in the contract.
- For staff not listed in the contract.
- For conferences where CalFresh Outreach content is less than 100% of the conference schedule.
- For lodging rates exceeding CalHR travel reimbursement guidelines.
  - Excess Lodging Rate Form STD 255C



# **Requesting Pre-Approval**

- Send an e-mail to your PA 30 days prior to the travel:
  - Name, title and % FTE of all staff who will travel
  - Name or description of the event to be attended
  - Explanation on how the event relates to CalFresh Outreach and fulfilling your Scope of Work
  - Copy or link to a web posting of the event agenda
  - The total projected cost of the event
  - Date(s) of the event
  - A statement that there are funds available in your Travel and Per Diem budget to cover anticipated expenses

### **Out-of-State Travel**

- May be approved if:
  - USDA required
  - A staff person is receiving an award or recognition for CalFresh Outreach efforts
  - A staff person is a keynote speaker or presenter on the topic of CalFresh Outreach





#### When to Prorate

- All trainings, conferences and meetings not contract-required involve proration:
  - A meeting agenda must be submitted to your PA.
  - Your PA will determine the percentage of the meeting devoted to CalFresh Outreach.
  - Total allowable travel expenses will be prorated by both the percent FTE of attendee and the percentage of CalFresh Outreach content attributable to the meeting.



#### When to Prorate

#### Example:

A 50% FTE project coordinator will be attending a workshop on Children's Health and CalFresh. The program analyst determines that CalFresh Outreach-related content is 50%. Total expenses for the trip are \$400. The reimbursement amount would be \$100.

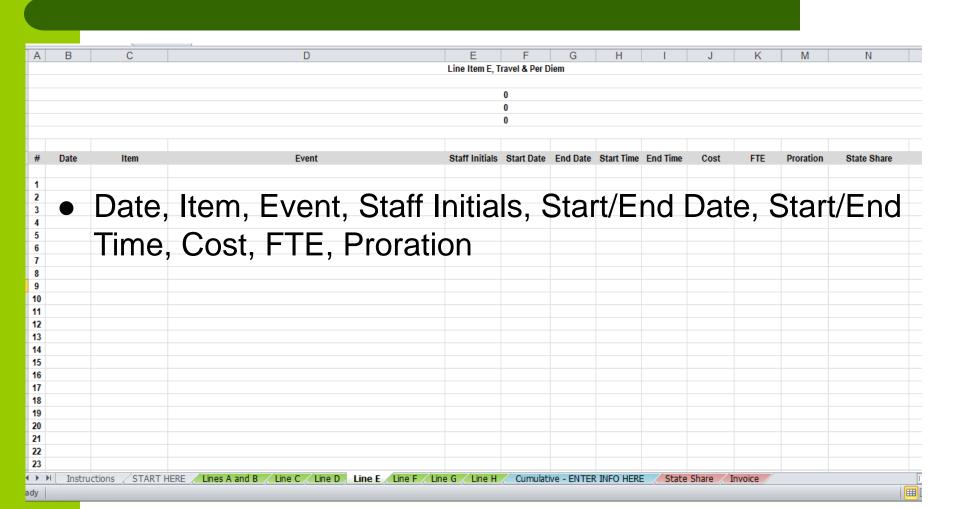
(\$400 x 50% FTE x 50% program content).

### **Documenting Travel**

- Name and title of person traveling
- Date(s) of travel
- Start and end time of travel
- Purpose and location of the trip
- Meeting agenda
- Mileage log
- Any receipts associated with the trip!



### Invoice, Line Item E



### Where to Find the Information

http://www.cdss.ca.gov/calfreshoutreach/

# **Questions?**

