

# Contractor, Grant Recipient, and Subcontractor Travel Reimbursement Rates

Effective January 1, 2018

Travel reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters. However, the Energy Commission's Executive Director may approve meals and/or lodging for contractor/grant recipient/subcontractor on travel status away from, but within 50 miles of home or headquarters. This does not include the approval of meals or lodging at either the home or headquarters location.

For purposes of this document only, the term "contractor" refers to contractors, grant recipients, and subcontractors.

## **1. MEALS AND INCIDENTALS (IN-STATE/OUT-OF-STATE TRAVEL)**

The following reimbursement rates are maximums, **not allowances**. Contractor's may claim only their **actual expense** and **must submit receipts** substantiating the amount claimed when invoicing the Energy Commission. In the California Department of Human Resources Manual, section 2203 which states that reimbursement by the state is for "meals/incidentals (per diem) that are reasonably, actually, and necessarily incurred as a result of conducting state business."

<b>Breakfast</b>	Actual expense of meal (not including tip) up to \$7.00
<b>Lunch</b>	Actual expense of meal (not including tip) up to \$11.00
<b>Dinner</b>	Actual expense of meal (not including tip) up to \$23.00
<b>Incidentals</b>	Actual expense of meal (not including tip) up to \$5.00

### **A. Trips of 24 hours or more:**

For travel lasting 24 hours or more, contractor may claim meal expenses based on the following timeframes:

#### 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

Trip 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

Incidental expenses may be claimed for each 24 hour period.

### **B. Trips of Less than 24 hours:**

For travel lasting less than 24 hours, contractor may claim breakfast and/or dinner, based on the following timeframes:

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

Trip begins at or before 4pm and ends at or after 7pm—Dinner may be claimed

Contractors may **not** claim lunch or incidentals on one-day trips. No meal expense may be claimed or reimbursed more than once in any given 24-hour period.

The term “incidental expenses” means fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. No other items may be claimed as an incidental.

Contractors may **not** claim meals provided by the State, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

Tips for meals are not reimbursable.

## **2. LODGING REIMBURSEMENT-SHORT TERM TRAVEL**

Contractors who incur overnight lodging expenses at a *commercial lodging establishment* catering to short-term travelers, such as a hotel, motel, bed and breakfast, etc., **must provide a receipt** to claim reimbursement. No reimbursement will be paid without a receipt. The receipt must be from the *commercial lodging establishment* not a third party vendor like Travelocity, Expedia, etc. The rate of reimbursement is as follows:

- All Counties/Cities located in California (except as noted below):
  - Actual lodging expense, supported by a receipt, up to \$90 per room per night, plus tax.
- Napa, Riverside, and Sacramento Counties:
  - Actual lodging expense, supported by a receipt, up to \$95 per room per night, plus tax.
- Marin:
  - Actual lodging expense, supported by a receipt, up to \$110 per room 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 room per night, plus tax.
- Monterey and San Diego Counties:
  - Actual lodging expense, supported by a receipt, up to \$125 per room per night, plus tax.
- Alameda, San Mateo, Santa Clara counties:
  - Actual lodging expense, supported by a receipt, up to \$140 per room per night, plus tax.
- City of Santa Monica:
  - Actual lodging expense, supported by a receipt, up to \$150 per room per night, plus tax.
- San Francisco County:
  - Actual lodging expense, supported by a receipt, up to \$250 per room per night, plus tax.

### **3. OUT OF STATE TRAVEL**

Travel to any state outside California will be reimbursed based on in-state rates and policies as follows:

- Actual lodging expense, supported by a receipt.

### **4. OUT OF COUNTRY TRAVEL**

All travel to destinations outside the United States requires special approval. Approved out of country travel will be reimbursed as follows:

#### **A. Lodging**

- Actual expense, supported by receipt. Contractor/Recipient must obtain and submit at least 3 quotes if lodging costs will exceed \$90 per room per night. Failure to furnish quotes will limit reimbursement to in-state rates (\$90 per room per night). For example, if two people share a room the rate is not based on the number of travelers.

#### **B. Meals and Incidentals**

Actual expense *up to* U.S. State Department Foreign Per Diem Rates (meal/incidental rates, column B) in effect at the time travel for the specific foreign location, in accordance with breakdown in Appendix B, Federal Travel Regulation Chapter 301

Foreign Per Diem Rates and Appendix B: Daily Breakdown of the Per Diem Rates:

[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

### **5. MILEAGE REIMBURSEMENT RATES**

Mileage reimbursement covers: gasoline, the cost of maintenance (oil, lube, routine maintenance), insurance (liability, damage, comprehensive and collision coverage), licensing and registration, depreciation and all other costs associated with operation of the vehicle.

Personal Vehicle – 54.5 cents per mile

Private Aircraft - \$1.15 per statute mile (taxable)

Commuting Expenses are Not Reimbursable.

Expenses arising from travel between home or garage and headquarters shall not be allowed. When a trip is commenced or terminated at claimant's home, the distance traveled shall be computed from either his/her headquarters or home, whichever shall result in the lesser distance.

Travel to an Airport, Train Station, or Other Common Carrier

A contractor may claim mileage to and from a common carrier's terminal, as long as the contractor doesn't claim any parking expense. In this case, the total mileage is twice the distance to the terminal. If the reimbursement is taxable, taxes will be withheld.

### **6. METHOD OF TRAVEL**

Reimbursement will be made only for the method of transportation which is in the best interest of the State, considering both direct expense as well as the contractor's time.

If a contractor chooses to use a method of transportation that is not the least costly or not the typical method of getting from one location to the other, the contractor shall be reimbursed only the amount that would have been reimbursed had the contractor traveled using the least costly method. In such cases a cost-comparison must be performed to determine the least costly rate.

Rental Vehicles: Contractors may rent a vehicle when no private automobile is available and automobile travel is essential, for example, when:

- two or more employees are traveling together;
- the trip includes intermediate stops not feasible for public transportation;
- the schedule of public carriers does not fit the itinerary;
- transportation is not available at the destination;
- an employee must carry specialized tools, books, etc.

The Commission will not reimburse for mileage incurred in a rental vehicle but will reimburse for actual gasoline expenses. Contractors must submit receipts in order to claim reimbursement for the cost of renting a vehicle or gasoline.

Taxis and other car share methods are often the least costly for short distance travel. The actual expenses of the ride (not including tip) shall be reimbursable as supported by a receipt. Tips for taxis and other car share methods are not reimbursable.

Commercial Air Travel: Contractor must travel by the least costly class and take advantage of discounts whenever possible. Contractors must submit receipts in order to claim reimbursement for the cost of commercial airline tickets.

## **7. PARKING AND TOLLS REIMBURSEMENT**

Contractors may be reimbursed for certain parking and toll charges. These charges are:

1. For day parking while on trips away from the headquarters office, including trips within the headquarters city.
2. For overnight public parking while on trips away from the headquarters city and city of residence. Claims are not allowed if expense-free overnight parking is conveniently available.
3. Contractors parking at airports must use the less expensive peripheral parking, or adequately justify excessive parking charges.
4. Ferry, bridge or road tolls with any required receipts.

Receipts are required for parking and/or ferry, bridge or road toll claims exceeding 10 dollars for one continuous period. Regardless of the cost, the Agreement Manager may require submission of receipts for parking costs claimed.