

Contractor, Grant Recipient, and Subcontractor Travel Reimbursement Rates

Effective January 1, 2017

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.

Breakfast Actual expense up to \$7.00

Lunch Actual expense up to \$11.00

Dinner Actual expense up to \$23.00

Incidentals Actual expense 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.

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 night, plus tax.
- Napa, Riverside, and Sacramento Counties:
 - Actual lodging expense, supported by a receipt, up to \$95 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.
- Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties:
 - Actual lodging expense, supported by a receipt, up to \$125 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.

3. OUT OF STATE TRAVEL

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

A. With a lodging receipt:

Lodging, meals and incidentals.

B. Without a lodging receipt:

Meals and incidentals. Lodging will not be reimbursed.

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

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

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 – 53.5 cents per mile

Private Aircraft - 50 cents per 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. Contractors must submit receipts in order to claim reimbursement for the cost of renting a vehicle.

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 REIMBURSEMENT

Contractors may be reimbursed for certain parking 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.

Attach a receipt to claims exceeding 10 dollars for one continuous period. Regardless of the cost, the Agreement Manager may require submission of receipts for parking costs claimed.