

**Contractor Travel Reimbursement Rates for Lodging and Per Diem  
Effective August 1, 2010**

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 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.

**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.

For each full 24-hour period of travel, contractor may claim the following:

<b>Breakfast</b>	Actual expense up to \$6.00
<b>Lunch</b>	Actual expense up to \$10.00
<b>Dinner</b>	Actual expense up to \$18.00
<b>Incidentals</b>	Actual expense up to \$6.00

**Trips of 24 hours or more:**

For travel lasting 24 hours or more, contractor may claim meals (as noted above) 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

### **Trips of Less than 24 hours**

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

#### **Fractional day of travel**

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

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

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 California counties not listed below:**

Actual expense up to \$84.00 per night, plus tax

Los Angeles and San Diego counties—Actual expense up to \$110.00 per night, plus tax

Alameda, San Francisco, Santa Clara, and San Mateo Counties—Actual expense up to \$140.00 per night, plus tax.

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

To any state outside California:

With a lodging receipt:

Actual cost of lodging; meals and incidentals, based on in-state rates and policies

Without a lodging receipt:

Meals and incidentals, based on in-state rates and policies.

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

Lodging:

Actual expense, supported by receipt

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:

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

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	55.5 cents per mile
Private Aircraft	50 cents per mile and taxable
Bicycle	4 cents per mile and taxable

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.