

Labor Relations Office
1515 S Street, North Building, Suite 500
Sacramento, CA 95811
(916) 324-0476 Fax (916) 322-0765

Governor Gavin Newsom
Secretary, Government Operations Agency Amy Tong
Director Eraina Ortega

November 20, 2023

Excluded Employee Organizations

Via Email

Re: CalHR Policy Update - Increase to Meal and Short-Term Lodging Expense Reimbursement Rates and new Business and Travel Expense Reimbursement Program - Excluded Employees

Dear Labor Leaders,

The State is implementing increases to the meal expense reimbursement rates within the existing business and travel reimbursement policy ([CalHR Manual Section 2203](#)). Effective January 1, 2024, for all excluded employees on authorized travel status, the reimbursement rates for actual meal and incidental expenses (M&IE) will be as follows:

M&IE Expense Category	Current Reimbursement Rate Through December 31, 2023 for Actual Expense - Excluded Employees	Effective January 1, 2024: Reimbursement Rate for Actual Expense - Excluded Employees
Breakfast	Up to \$7	Up to \$13
Lunch	Up to \$11	Up to \$15
Dinner	Up to \$23	Up to \$26
Incidentals	Up to \$5	Up to \$5
Total Daily Maximum Allowance	Up to \$46	Up to \$59

In addition, effective January 1, 2024, the State is implementing increases to the short-term lodging reimbursement rates within the existing business and travel reimbursement policy ([CalHR Manual Section 2203](#)). For all excluded employees on authorized travel status, the maximum short-term lodging reimbursement rates for receipted lodging expenses will be as follows:

County	Current Maximum Lodging Reimbursement Rate Through December 31, 2023 for Excluded Employees	Effective January 1, 2024: Maximum Lodging Reimbursement Rate for Excluded Employees
All counties except those listed below	\$90	\$107
Alameda	\$140	\$189

City of Santa Monica	\$150	\$270
Los Angeles	\$120	\$169
Marin	\$110	\$166
Monterey	\$125	\$184
Napa	\$95	\$195
Orange	\$120	\$169
Riverside	\$95	\$142
Sacramento	\$95	\$145
San Diego	\$125	\$194
San Francisco	\$250	\$270
San Mateo	\$140	\$222
Santa Clara	\$140	\$245
Ventura & Edwards AFB, excluding the city of Santa Monica	\$120	\$169

The State is in the planning process to implement additional elements of the new business and travel expense reimbursement program that include adopting the federal standard M&IE and lodging rates established by the federal General Services Administration (GSA). This new program shall also include:

- Adopting the federal standard M&IE rate established by the GSA at time of travel for in-state and out-of-state travel;
- Adopting federal standard and non-standard reimbursement rates at time of travel for in-state, out-of-state, and out-of-country lodging;
- Simplifying current reimbursement policy and administration and providing up to 75 percent (75%) of the federal standard rate established by the GSA for M&IE on the first and last day of travel;
- Eliminating the state's long-term travel reimbursement rates and adopting the federal standard M&IE reimbursement rates for long-term meals, and receipted lodging shall be reimbursed up to the maximum federal standard and non-standard reimbursement rates.

It is anticipated the new business and travel expense reimbursement program, as summarized above, will be implemented in 2024. More information and details will be provided once a firm implementation date has been determined.

If you have questions about this notice, or if you wish to meet concerning these policy changes, please contact me at your convenience at Kami.Keszler@calhr.ca.gov.

Sincerely,

A handwritten signature in cursive script that reads "Kami Keszler".

KAMI R. KESZLER
Senior Labor Relations Officer
Labor Relations Division

cc: Departmental Labor Relations Offices