

## Travel Provisions

Pursuant to the travel reimbursement provisions, paragraph 22 of the current General Provisions, reimbursement shall be subject to the following.

### I. Per Diem Expenses

Contractor's travel status for less than 24-hour period and less than 31 consecutive days may claim per diem for each 24 hours of travel if approved in writing, prior to travel by the CALCTRA contract manager and provided for in Scope of Work and Payment Provisions herein. All travel will be invoiced separately and include the contract number and the dates and hours of travel. In computing reimbursement for travel of less than 24 hours, actual expense not including meals, in accordance with the following maximums and time frames below:

1. Fractional day trip of less than 24 hours:

Trip must begin at or before 6 AM and end at or after 9 AM in order to claim breakfast.
Trip must begin at or before 4 PM and end at or after 7 PM in order to claim dinner.
<b>No lunch or incidentals may be claimed.</b>

2. On the fractional day of travel at the beginning of a trip of 24 hours or more:

Trip begins at or before 6 a.m.	Breakfast may be claimed on the first day.
Trip begins at or before 11 a.m.	Lunch may be claimed on the first day.
Trip begins at or before 5 p.m.	Dinner may be claimed on the first day.

3. On the fractional day of travel at the end of a trip of more than 24 hours:

Trip ends at or after 8 a.m.	Breakfast may be claimed.
Trip ends at or after 2 p.m.	Lunch may be claimed.
Trip ends at or after 7 p.m.	Dinner may be claimed.

4. Reimbursement shall be for actual expenses up to the following maximum rates when written approval and actual receipts for lodging, vehicle rental, and/or airfare are attached with contractor's invoice. Travel expense receipts not submitted when requested will not be reimbursed.
5. **Meals and Incidentals:** CALCTRA will reimburse meals at the following maximums (You must retain all meal receipts for audit by the State or the IRS.)

Breakfast	Actual expense up to <b>\$16.00</b>	<b>Receipts must be <u>available</u> upon request.</b>
Lunch	Actual expense up to <b>\$19.00</b>	
Dinner	Actual expense up to <b>\$28.00</b>	<b>Incidentals may be claimed after the first 24-hours of approved travel.</b>
Incidentals*	Actual expense up to <b>\$5.00</b>	

*\*Incidental expenses include such things as service fees, tips for porters, baggage carriers, hotel staff, etc.*

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6. **Lodging:** CALCTRA will reimburse for lodging with receipts up to these maximums only.

All counties <b>except</b> those listed below	Actual up to <b>\$107.00</b> plus tax per night.
Riverside County	Actual up to <b>\$186.00</b> plus tax per night.
Sacramento County	Actual up to <b>\$150.00</b> plus tax per night.
Marin County	Actual up to <b>\$153.00</b> plus tax per night.
Counties: Los Angeles, Orange, Ventura and Edwards AFB <b>excluding the city of Santa Monica</b>	Actual up to <b>\$191.00</b> plus tax per night.
Monterey County	Actual up to <b>\$191.00</b> plus tax per night.
Alameda County	Actual up to <b>\$145.00</b> plus tax per night.
San Diego County	Actual up to <b>\$199.00</b> plus tax per night.
Napa County	Actual up to <b>\$246.00</b> plus tax per night.
San Mateo County	Actual up to <b>\$183.00</b> plus tax per night.
Santa Clara County	Actual up to <b>\$192.00</b> plus tax per night.
San Francisco County	Actual up to <b>\$272.00</b> plus tax per night.
City limits of Santa Monica	Actual up to 273.00 plus tax per night

If the fractional day includes an overnight stay, receipted lodging, up to the allowed maximum, may be claimed. No meal or lodging expense may be claimed or reimbursed more than once on any given date or during any 24-hour period.

### **II. Mileage Reimbursement**

Reimbursement for personal vehicle mileage is current state rate (see Scope of Work and Payment Provisions) per mile and any roadway tolls with receipt.

### **III. Vehicle Rental**

Reimbursement for the actual and necessary costs of vehicle rental shall be the lowest rate available for Standard class rental. Claims for reimbursements including any roadway tolls shall be allowed upon submittal of the appropriate receipt when attached with prior written approval by CALCTRA contract manager to contractor's invoice.

### **IV. Airfare**

Contractors should travel by aircraft when it is the most efficient and least costly method for conducting official business for CALCTRA.

1. The CALCTRA Contract Manager will authorize airfare in writing prior to reservation or purchase of airline tickets.
2. Contractor must submit a ticket receipt or copy of the ticket-less itinerary provided by the airline company.