**Travel Reimbursement**

The following rate information is to be applied for reimbursing authorized travel expenses of persons under contract for business-related travel for the duration of this agreement with Covered California. The terms “contract” and/or “subcontract” have the same meaning as “grantee” and/or “sub-grantee” where applicable.

1. Reimbursement for travel and/or per diem shall be at the rates established for non-represented/excluded state employees. Exceptions to California Department of Human Resources (CalHR) lodging rates may be approved by Covered California upon the receipt of a statement on/with an invoice indicating that such rates are not available.
2. Short term travel is defined as a 24-hour period, and less than thirty-one (31) consecutive days, and is at least fifty (50) miles from the Reporting Headquarters Location, listed in Exhibit A. Starting time is whenever a contract or subcontract employee leaves the Reporting Headquarters Location, listed in Exhibit A. Verbal approval shall be followed up in writing or email with a signature from the Project Representative listed in Exhibit A.
3. Contractors on travel status for more than one 24-hour period and less than thirty-one (31) consecutive days may claim a fractional part of a period of more than twenty-four (24) hours. Consult the chart appearing after paragraph G of this Exhibit to determine the reimbursement allowance. All lodging reimbursement claims must be supported by a receipt\*. If a contractor does not or cannot present receipts, lodging expenses will not be reimbursed.
4. **Lodging with receipts\***

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| **Travel Location/Area** | **Reimbursement Rate** |
| Statewide (excluding the counties identified below) | $107 plus tax |
| Counties of Napa | $195 plus tax |
| County of Riverside | $142 plus tax |
| County of Sacramento | $145 plus tax |
| County of Marin | $166 plus tax |
| Counties of Los Angeles | $169 plus tax |
| County of Orange | $169 plus tax |
| County of Ventura | $169 plus tax |
| County of San Diego | $194 plus tax |
| County of San Mateo | $222 plus tax |
| County of Santa Clara | $245 plus tax |
| County of Alameda | $189 plus tax |
| County of City of Santa Monica | $270 plus tax |
| County of San Francisco | $270 plus tax |

Reimbursement for actual lodging expenses that exceed the above amounts may be allowed with the advance approval of the Project Representative. Receipts are required.

**\***Receipts from internet lodging reservation services, such as Priceline.com which require prepayment for that service, ARE NOT ACCEPTABLE LODGING RECEIPTS and are not reimbursable without a valid lodging receipt from a lodging establishment.

1. **Meal/Supplemental Expenses (with or without receipts).** With receipts, the contractor will be reimbursed actual amounts spent up to the maximum for each full 24-hour period of travel.

**Meal/Expense Reimbursement Rate**

Breakfast $13.00

Lunch $15.00

Dinner $26.00

Incidental expenses $5.00

1. Out-of-state travel may only be reimbursed if such travel is necessitated by the scope or statement of work and has been approved in advance by the Project Representative listed in Exhibit A. For out-of-state travel, contractors may be reimbursed actual lodging expenses, supported by a receipt, and may be reimbursed for meals and supplemental expenses for each 24-hour period computed at the rates listed in 3.b above. For all out-of-state travel, contractors/subcontractors must have prior written approval from Covered California signed by the Project Representative.
2. In computing allowances for continuous periods of travel of less than twenty-four (24) hours, consult the chart appearing after paragraph G of this Exhibit.
3. No meal or lodging expenses will be reimbursed for any period of travel that occurs within normal working hours unless expenses are incurred at least fifty (50) miles from the Reporting Headquarters Location.
4. If any of the reimbursement rates stated herein is changed by CalHR, no formal contract amendment will be required to incorporate the new rates. However, Covered California shall inform the contractor, in writing, of the revised travel reimbursement rates and the applicable effective date of any rate change.
5. For transportation expenses, the contractor must retain receipts for parking; taxi, airline, bus, or rail tickets; car rental/ or any other travel receipts pertaining to each trip for attachment to an invoice as substantiation for reimbursement. Reimbursement may be requested for commercial carrier fares; private car mileage; parking fees; bridge tolls; taxi, bus, or streetcar fares; and auto rental fees when substantiated by a receipt.
6. **Note on Use of Autos.** If a contractor uses his/her or a company car for transportation, the rate of reimbursement will be maximum per mile as established by CalHR. Current mileage rate can be found online at: <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>. If a contractor uses his/her or company car “in lieu of” airfare, the air coach fare will be the maximum paid by the state. The contractor must provide a cost comparison upon request by the state. Gasoline and routine automobile repair expenses are not reimbursable.
7. **Travel by Aircraft.** A contractor should travel by aircraft when it is the most efficient and least costly method of transportation to the state, considering both the direct expense and the contractor’s time. A contractor will travel by the least costly class and take advantage of discounts whenever possible. If a contractor chooses to travel in other than the least costly class, the contractor will only be reimbursed for the least costly class. Frequent Flier Points/Premiums/Vouchers received by the contractor because of travel on official state business are the property of the contractor.
8. The contractor is required to furnish details surrounding each period of travel. Travel expense reimbursement detail may include, but not be limited to: purpose of travel, departure and return times, destination points, miles driven, mode of transportation, etc. Reimbursement for travel expenses may be withheld pending receipt of adequate travel documentation.
9. Contractors are to consult with the Project Representative to obtain specific invoicing procedures.

**Per Diem Reimbursement Guide**

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| **Length of Travel Period** | **The condition exists . . .** | **Allowable Meal(s)** |
| Less than 24 hours | Trip begins at or before 6 a.m. and ends at or after 9 a.m. | Breakfast may be claimed |
| Less than 24 hours | Trip begins at or before 4 p.m. and ends at or after 7 p.m. | Dinner may be claimed |
| Contractor may **not** claim lunch or incidentals on one-day trips. When trips are **less than 24 hours** and there is no overnight stay, meals claimed are taxable. | | |
| 24 hours | Trip begins at or before 6 a.m. | Breakfast may be claimed |
| 24 hours | Trip begins at or before 11 a.m. | Lunch may be claimed |
| 24 hours | Trip begins at or before 5 p.m. | Dinner may be claimed |
| More than 24 hours | Trip ends at or after 8 a.m. | Breakfast may be claimed |
| More than 24 hours | Trip ends at or after 2 p.m. | Lunch may be claimed |
| More than 24 hours | Trip ends at or after 7 p.m. | Dinner may be claimed |
| Contractor 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. | | |