

Travel Provisions

Pursuant to the travel reimbursement provisions, paragraph 21 of the General Provisions REV 408, 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 CALPIA 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.
No lunch or incidentals may be claimed.

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 expenses receipts not submitted as requested will not be reimbursed.

5. **Meals:** CALPIA will reimburse meals at the following maximums (receipts are not required).

Breakfast	\$ 6.00	Receipts must be <u>available</u> upon request.
Lunch	\$10.00	
Dinner	\$18.00	Incidentals may be claimed after the first 24-hours of approved travel.
Incidentals	\$ 6.00 on 2 nd day	

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

Statewide	Actual up to \$84.00 plus tax per night.
Counties: Los Angeles and San Diego	Actual up to \$110.00 plus tax per night.
Counties: Alameda, San Francisco, San Mateo and Santa Clara	Actual up to \$140.00 plus tax per night.

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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 CALPIA 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 the CALPIA.

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