

**Labor Relations Office**  
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**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:

<b>M&amp;IE Expense Category</b>	<b>Current Reimbursement Rate Through December 31, 2023 for Actual Expense - Excluded Employees</b>	<b>Effective January 1, 2024: Reimbursement Rate for Actual Expense - Excluded Employees</b>
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:

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

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

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](mailto: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