

Attachment - CalHR Policy Update - New Business and Travel Expense Reimbursement Program

M&IE¹ Rates for In-State and Out-of-State Travel

Effective October 1, 2024, the State is adopting the federal standard M&IE rate established by the federal [GSA](#) at the time of travel for in-state and out-of-state travel. The State's maximum reimbursement rate for actual in-state (GSA locations) and out-of-state (GSA and DOD locations) M&IE will be up to \$68 per day as follows:

| M&IE Total | Breakfast | Lunch | Dinner | Incidental Expenses | First & Last Day of Travel |
|-----------------------|------------------|--------------|---------------|----------------------------|---------------------------------------|
| Up to \$68 | Up to \$16 | Up to \$19 | Up to \$28 | Up to \$5 | Up to \$51 |

- **M&IE Total** – Up to the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.
- **Breakfast, Lunch, Dinner, Incidentals** – M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Separate amounts for meals and incidentals as sometimes meal amounts must be deducted by the appropriate amount when such meals are furnished to the traveler or included in a conference registration, etc. For meals provided, the traveler must deduct the meal cost from the applicable M&IE rate.
- **First & Last Day of Travel** – Up to the amount received on the first and last day of travel and equals 75% of total M&IE.

M&IE Timeframes

Effective October 1, 2024, for travel that occurs on or after October 1, 2024, the State's updated travel timeframes determining allowable reimbursement of M&IE are as follows:

| When travel status is | | Maximum reimbursement for actual expenses is |
|--|------------------------|--|
| More than 12 but less than 24 hours | | Up to 75% of the applicable M&IE standard rate for each calendar day in a travel status. |
| 24 hours or more, on | The day of departure | Up to 75% of the applicable M&IE standard rate. |
| | Full days of travel | Up to 100% of the applicable M&IE standard rate. |
| | The last day of travel | Up to 75% of the applicable M&IE standard rate. |
| Travel less than 12 hours | | Not eligible for M&IE reimbursement. |

¹ Receipts are not required to claim meal and incidental expenses up to the maximum allowable reimbursement rates specified. Receipts for meals must be maintained by the employee as substantiation that the amount claimed was not in excess of the amount of the actual expense. The employing department may request receipts at any time.

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Lodging Rates

Effective October 1, 2024, the State is adopting federal standard and non-standard reimbursement lodging rates at time of travel for:

- [GSA](#) (in-state and certain out-of-state locations): The continental United States and Washington, D.C. (CONUS)
- [DOD](#) (certain out-of-state locations): Non-foreign areas outside of CONUS (Alaska, Hawaii, U.S. Territories and Possessions)
- [State Department](#) (out-of-country): Foreign areas

Excess Lodging Rate Requests

In-State Lodging

If a traveling employee cannot obtain lodging at or below the applicable federal standard or non-standard in-state lodging rate for their location of travel, then CalHR's existing Excess Lodging process (as provided in CalHR Manual Section [2201](#)) continues to apply:

- Delegated authority to departments up to \$350 per night.
- Three comparison quotes from the state's authorized online booking tool for the requested travel dates.

Out-of-State and/or Out-of-Country Lodging

If a traveling employee cannot obtain lodging at or below the applicable federal standard or non-standard out-of-state or out-of-country lodging rate for their location of travel, then CalHR's Excess Lodging process, which will be updated in CalHR Manual Section [2201](#), will apply, as follows:

- Delegated authority to departments up to \$350 per night.
- Three comparison quotes from the state's authorized online booking tool for the requested travel dates.

Long-Term Travel

Effective October 1, 2024:

- The State is 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.
- Actual expenses for long-term meals, incidentals, and receipted lodging will be reimbursed up to the maximum rates provided above for short-term travel.

U.S. General Services Administration FY 2025 Per Diem Rates for California
Daily lodging rates (excluding taxes) October 2024 - September 2025

| County | 2024 Oct | Nov | Dec | 2025 Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|--|-----------------|------------|------------|-----------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Standard Rate applies for all locations without specified rates | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 |
| Alameda | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 |
| City limits of Santa Monica | \$273 | \$273 | \$273 | \$273 | \$273 | \$273 | \$273 | \$273 | \$273 | \$273 | \$273 | \$273 |
| Contra Costa | \$147 | \$147 | \$147 | \$147 | \$147 | \$147 | \$147 | \$147 | \$147 | \$147 | \$147 | \$147 |
| El Dorado | \$141 | \$141 | \$247 | \$247 | \$247 | \$247 | \$143 | \$143 | \$171 | \$171 | \$171 | \$141 |
| Fresno | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 |
| Humboldt | \$125 | \$125 | \$125 | \$125 | \$125 | \$125 | \$125 | \$125 | \$172 | \$172 | \$172 | \$125 |
| Inyo / NAWA China Lake | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 |
| Kern | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 |
| Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica | \$191 | \$191 | \$191 | \$191 | \$191 | \$191 | \$191 | \$191 | \$191 | \$191 | \$191 | \$191 |
| Madera | \$135 | \$135 | \$135 | \$135 | \$135 | \$135 | \$135 | \$135 | \$135 | \$135 | \$135 | \$135 |
| Marin | \$153 | \$153 | \$153 | \$153 | \$153 | \$153 | \$153 | \$153 | \$175 | \$175 | \$175 | \$175 |
| Mariposa | \$181 | \$181 | \$181 | \$203 | \$203 | \$203 | \$203 | \$181 | \$181 | \$181 | \$181 | \$181 |
| Mendocino | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 |
| Mono | \$139 | \$139 | \$195 | \$195 | \$195 | \$195 | \$139 | \$139 | \$139 | \$139 | \$139 | \$139 |
| Monterey | \$191 | \$191 | \$191 | \$191 | \$199 | \$199 | \$199 | \$199 | \$199 | \$279 | \$279 | \$191 |
| Napa | \$246 | \$246 | \$172 | \$172 | \$246 | \$246 | \$246 | \$246 | \$246 | \$246 | \$246 | \$246 |
| Nevada | \$142 | \$142 | \$169 | \$169 | \$169 | \$146 | \$146 | \$146 | \$173 | \$173 | \$173 | \$142 |
| Placer | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 |
| Riverside | \$186 | \$186 | \$186 | \$186 | \$186 | \$186 | \$186 | \$141 | \$141 | \$141 | \$141 | \$141 |
| Sacramento | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 |
| San Bernardino | \$124 | \$124 | \$124 | \$124 | \$124 | \$124 | \$124 | \$124 | \$124 | \$124 | \$124 | \$124 |
| San Diego | \$199 | \$199 | \$199 | \$199 | \$199 | \$199 | \$199 | \$199 | \$237 | \$237 | \$199 | \$199 |
| San Francisco | \$272 | \$272 | \$272 | \$259 | \$259 | \$259 | \$259 | \$259 | \$259 | \$259 | \$259 | \$272 |
| San Joaquin | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 |
| San Luis Obispo | \$163 | \$163 | \$163 | \$163 | \$163 | \$163 | \$163 | \$163 | \$203 | \$203 | \$163 | \$163 |
| San Mateo | \$183 | \$183 | \$183 | \$183 | \$183 | \$183 | \$183 | \$183 | \$183 | \$183 | \$183 | \$183 |
| Santa Barbara | \$205 | \$205 | \$205 | \$205 | \$205 | \$205 | \$205 | \$205 | \$205 | \$262 | \$262 | \$205 |
| Santa Clara | \$192 | \$192 | \$192 | \$192 | \$192 | \$192 | \$192 | \$192 | \$192 | \$192 | \$192 | \$192 |
| Santa Cruz | \$139 | \$139 | \$139 | \$139 | \$139 | \$139 | \$139 | \$139 | \$176 | \$176 | \$176 | \$139 |
| Sonoma | \$157 | \$157 | \$157 | \$157 | \$157 | \$157 | \$157 | \$157 | \$157 | \$157 | \$157 | \$157 |
| Tulare | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 |
| Yolo | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 |

[U.S. GSA FY 2025 Per Diem Rates for California](#)