

## Human Resources Memorandum

<b>SUBJECT:</b> <b>Travel/Relocation Programs – Lodging/Per Diem Increase for SEIU, PEGC, and Excluded Employees</b>	<b>NUMBER:</b> <b>HR 13-013</b>
	<b>DATE ISSUED:</b> <b>7/22/13</b>
<b>DISTRIBUTION:</b> <b>All Staff</b>	<b>EXPIRES:</b> <b>N/A</b>

This memorandum provides Department of Fish and Wildlife (DFW) supervisors and managers with direction regarding the short-term lodging and per diem reimbursement rates, effective July 1, 2013, for official state travel for SEIU [Bargaining Units (BU) 1, 3, 4, 11, 14, and 15] and all non-Represented/Excluded/Exempt employees. Employees represented by PEGC (BU 9) will have similar rates. Employees not represented by SEIU, CAHP, and PEGC will continue to use the rates found in their current contract.

### **Short-Term Lodging Rate Increases (SEIU [Bargaining Units (BU) 1, 3, 4, 11, 14, and 15] and all non-Represented/Excluded/Exempt employees)**

All Counties/Cities located in California (except as noted below) actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.

<b>Location</b>	<b>Per Night Rate plus tax with receipt</b>
Napa, Riverside, Sacramento Counties	\$95
Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica	\$120
Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties	\$125
San Francisco County and the City of Santa Monica	\$150

### **Short-Term Lodging Rate Increases (PEGC Employees Only)**

All Counties/Cities located in California (except as noted below) actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.

<b>Location</b>	<b>Per Night Rate plus tax with receipt</b>
Napa, Riverside, and Sacramento Counties	\$95
Los Angeles, Orange and Ventura Counties and Edwards AFB, excluding the city of Santa Monica	\$120
Monterey and San Diego Counties	\$125
Alameda, San Mateo, and Santa Clara Counties	\$140
San Francisco County and the City of Santa Monica	\$150

**Per Diem Rate Increases (SEIU, PEGG, and Excluded Employees)**

The new Per Diem rates are as follows:

- Breakfast: \$8
- Lunch: \$12
- Dinner: \$20
- Incidentals: \$6

Please note that employees may claim only their actual expense for meals. Employees must be prepared to furnish receipts substantiating the amount claimed.

Direct any questions to the Labor Relations Office.