



TRAVEL REIMBURSEMENT RATES

All claimed travel expenses must be for the actual amount of expense (up to maximum rate). **Receipts are required for all travel reimbursements, including tips.** To qualify for reimbursement, travel must be pre-approved by your SCC grant manager.

Meals

Food is reimbursed at actual costs with a daily cap of \$60, including tips.

Transportation

The State requires use of the least costly transportation method. You may not purchase first class or business class air/rail/bus tickets if budget class is available.

Actual expenses are reimbursed for tolls, parking, rental car, and taxi or rideshare (see also Tipping).

This document is intended as guidance only; please work with your Conservancy Project Manager to develop a travel budget in your Work Program.

Mileage

Per Mile Rate is based on the [CalHR rates here](#).

You must document start and end points of your trip.

Tipping

Tips are reimbursed for meals, taxis, and rideshares. Meal tips are counted as part of meal cap (capped at \$60 total per day).

Lodging

Hotels are capped at federal rates found [here](#).

This document is intended as guidance only; official State travel policy is available [online here](#).