

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: August 30, 2013

CALATERS GLOBAL LETTER #13-002

TO: All Agencies Participating in the California Automated Travel Expense
Reimbursement System (CalATERS) - GLOBALFROM: LISA CROWE, Chief
Personnel/Payroll Services DivisionRE: NEW LODGING AND PER DIEM RATES FOR CAHP/PECG/SEIU AND ALL
NON-REPRESENTED (EXCLUDED/EXEMPT) EMPLOYEES

On August 12, 2013, the Department of Human Resources issued PML 2013-026 stating "Effective September 1, 2013, a minor change will take place for Per Diem reimbursement rates that apply to SEIU [Bargaining Units (BU) 1, 3, 4, 11, 14, 15, 17, 20, and 21], CAHP (BU 5), and all Non-Represented (Excluded/Exempt) employees. Employees represented by PECG (BU 9) will see similar rates. Rank and file employees not represented by SEIU, CAHP, and PECG will continue to use the rates found in their current contract until further notice." This PML supersedes PML 2013-022 which was released on July 11, 2013.

While the new rates are available in CalATERS Global, the system has an issue that requires extra attention from users and department accounting offices. **The CalATERS Global system currently does not prevent users from using the new higher rates for claims in prior fiscal years.** This limitation allows users to enter new higher lodging and per diem rates for travel in prior fiscal years. We are working with our system vendor on a solution to these issues. Until a solution is implemented, department accounting offices are reminded to audit each expense form, paying extra attention to **prior-year** travel dates and the applicable per diem rates, lodging rate, and the city/county selected.

Lodging Rates

The chart below reflects prior and current short-term lodging rates for CAHP/SEIU and Excluded Employees.

City/County	Previous <u>Receipted</u> Rate (through June 30, 2013)	New <u>Receipted</u> Rate (July 1, 2013 – June 30, 2016)
All Cities/Counties in California (except as noted below):	Up to \$84.00, plus tax	Up to \$90.00, plus tax
Alameda County	Up to \$140.00, plus tax	Up to \$125.00, plus tax
Edwards AFB		Up to \$120.00, plus tax
Los Angeles County	Up to \$110.00, plus tax	Up to \$120.00, plus tax
Monterey County		Up to \$125.00, plus tax

Napa County		Up to \$95.00, plus tax
Orange County		Up to \$120.00, plus tax
Riverside County		Up to \$95.00, plus tax
Sacramento County		Up to \$95.00, plus tax
San Diego County	Up to \$110.00, plus tax	Up to \$125.00, plus tax
San Francisco County	Up to \$140.00, plus tax	Up to \$150.00, plus tax
San Mateo County	Up to \$140.00, plus tax	Up to \$125.00, plus tax
Santa Clara County	Up to \$140.00, plus tax	Up to \$125.00, plus tax
Santa Monica, City of		Up to \$150.00, plus tax
Ventura County		Up to \$120.00, plus tax

The chart below reflects prior and current short-term lodging rates for PECG Employees.

City/County	Previous <u>Receipted</u> Rate (through June 30, 2013)	New <u>Receipted</u> Rate (July 1, 2013 – June 30, 2016)
All Cities/Counties in California (except as noted below):	Up to \$84.00, plus tax	Up to \$90.00, plus tax
Alameda County	Up to \$140.00, plus tax	Up to \$140.00, plus tax
Edwards AFB		Up to \$120.00, plus tax
Los Angeles County	Up to \$110.00, plus tax	Up to \$120.00, plus tax
Monterey County		Up to \$125.00, plus tax
Napa County		Up to \$95.00, plus tax
Orange County		Up to \$120.00, plus tax
Riverside County		Up to \$95.00, plus tax
Sacramento County		Up to \$95.00, plus tax
San Diego County	Up to \$110.00, plus tax	Up to \$125.00, plus tax
San Francisco County	Up to \$140.00, plus tax	Up to \$150.00, plus tax
San Mateo County	Up to \$140.00, plus tax	Up to \$140.00, plus tax
Santa Clara County	Up to \$140.00, plus tax	Up to \$140.00, plus tax
Santa Monica, City of		Up to \$150.00, plus tax
Ventura County		Up to \$120.00, plus tax

Per Diem Rates

The chart below reflects prior and current per diem reimbursement rates for CAHP/ PECG/SEIU and Excluded Employees.

Per Diem Expense	Previous Rate (through June 30, 2013)	Previous Rate (July 1, 2013 – August 31, 2013)	New Rate (September 1, 2013 – June 30, 2016)
Breakfast	Up to \$6.00	Up to \$8.00	Up to \$7.00
Lunch	Up to \$10.00	Up to \$12.00	Up to \$11.00
Dinner	Up to \$18.00	Up to \$20.00	Up to \$23.00
Incidentals	Up to \$6.00	Up to \$6.00	Up to \$5.00

If you have questions, please contact the CalATERS Help Desk and refer to this CalATERS Letter.

LC:lr