

# UC CalFresh NEP Program Directive 2016-01

## Addendum to Program Directive No. 2013-02

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TO: All Counties – County Directors, Advisors, UC CalFresh Employees

FROM: David Ginsburg, UC CalFresh Nutrition Education Program Director

DATE: October 19, 2015

**SUBJECT: Travel Reimbursement Policy for UC CalFresh – Change in Meals and Incidentals Rates to Follow Current UC Policy Beginning October 1, 2015 – Hotel Rates to Remain in Accordance with State Department of Personnel Administration**

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UC CalFresh will follow the University of California Meals and Incidentals reimbursement policy beginning October 1, 2015.

As stated in Program Directive 2013-02, per the Agreement with the California Department of Social Services (CDSS), UC CalFresh is still required to follow the State of California's Travel and Reimbursement policy for Hotels and Accommodations as defined by the State Department of Personnel Administration (DPA).

### Meals and Incidentals

The UC CalFresh policy on reimbursement for meals and incidentals will be consistent with the policy for the University of California. Employees may claim only their *actual* expenses up to the total daily allowable amount. *Incidentals* include miscellaneous low-value fees and tips given to waiters/waitresses, porters, baggage carriers, bellhops, and hotel maids, according to the UC policy.

**The UC policy for meal reimbursement states that for each full 24-hour period of travel which includes overnight accommodations, employees may claim a daily meal maximum of \$71.**

Meal and Incidental receipts **under \$75** are not required to be turned in through MyTravel, however they must be kept on file at the local level. Meal and miscellaneous receipts exceeding \$75 must be submitted to MyTravel and will only be reimbursed up to the daily allowable amount. If a receipt is lost and cannot be replaced, a statement should be kept on file that includes the amount of the receipt and the reason that it is missing.

Employees may *not* claim meals provided by UC, the State, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals, however if the hotel provides a full breakfast then the breakfast may not be claimed. No meal expense may be claimed or reimbursed more than once in any given 24-hour period. When the length of a trip is less than 24 hours, meals and incidental expenses may not be reimbursed unless the travel includes an overnight stay supported by a lodging receipt.

The University of California's "Travel Regulations" (UC Policy BFB-G-28) can be found at: <http://policy.ucop.edu/doc/3420365/BFB-G-28>

### **Lodging**

**The Lodging Policy will continue to follow the State DPA rates.** The State's policy limits hotel reimbursements. UC CalFresh is required to reimburse hotel costs at or below the State rates. The traveler must lodge at least 50 miles from their office in order to be reimbursed for an overnight stay.

**All California counties are reimbursed at actual expenses up to \$90 per night plus tax if they are not listed below:**

- **Napa, Riverside and Sacramento Counties** - actual expense, supported by a receipt, up to \$95 per night, plus tax
- **Los Angeles, Orange and Ventura Counties and Edwards Air Force Base**, excluding the City of Santa Monica  
- actual expense, supported by a receipt, up to \$120 per night, plus tax
- **San Diego, Monterey, Alameda, San Mateo, Santa Clara Counties** - actual expense, supported by a receipt, up to \$125 per night, plus tax
- **San Francisco County and the City of Santa Monica** - actual expense, supported by a receipt, up to \$150 per night, plus tax

Rates claimed over the amounts specified above will not be reimbursed by UC CalFresh. If you are unable to get this rate, you must alert the State Office as to why this rate is not available in advance of the trip. You must also provide justification on the actual rates and alternative options. An Excess Lodging Rate Form is attached. This form needs to be submitted and approved **in advance** of the travel. Please e-mail or fax the signed copy to the State Office prior to your travel. Once the State Office has returned the form, you will need to include it in your receipts for MyTravel.

The State's lodging reimbursement policy information can be located at: <http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx>

If you have any questions, please contact me or your assigned analyst.

Thank you,

David



David Ginsburg, Director  
University of California, CalFresh Nutrition Education Program

# EXCESS LODGING RATE REQUEST / APPROVAL

Developed from the State of California – Department of Personnel Administration Form

**Prior approval is required for amounts that exceed the delegated State lodging rates.**

CLAIMANT'S NAME	OFFICE ADDRESS (City, State and ZIP Code)	COUNTY
WORK PHONE NUMBER	E-MAIL ADDRESS	

**ADVANCE APPROVAL REQUIRED (Attach documentation [i.e., copies of agenda, lodging requirements, registration, etc.]**

- Regular travel over current state rate up to \$150.00 per night.  
 Conferences, meetings and conventions up to \$150.00 per night.

**CURRENT STATE LODGING REIMBURSEMENT RATES:**

All California counties not listed below	Actual expense supported by a receipt up to \$90 per night, plus tax
Napa, Riverside and Sacramento Counties	Actual expense supported by a receipt up to \$95 per night, plus tax
Los Angeles, Orange, Ventura Counties and Edwards AFB	Actual expense supported by a receipt up to \$120 per night, plus tax
Alameda, Monterey, Santa Clara and San Mateo counties and San Diego Counties	Actual expense supported by a receipt up to \$125 per night, plus tax
San Francisco County and the City of Santa Monica	Actual expense supported by a receipt up to \$150 per night, plus tax

<b>TRAVEL DATES</b>	FROM (MM/DD/YYYY)	<b>LODGING INFORMATION</b>	LODGING NAME
	TO (MM/DD/YYYY)		ADDRESS
POINT OF ORIGIN		CITY, STATE, ZIP CODE	
DESTINATION (Address, City, State and ZIP Code)		PHONE	ROOM RATE \$
REASON FOR TRIP			

**REASON(S) FOR HIGHER LODGING RATE**

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|--|---|
| <input type="checkbox"/> Employee is required to stay at lodging site.                                   | <input type="checkbox"/> Lack of transportation to alternative lodging. |
| <input type="checkbox"/> Employee requires "reasonable accommodation."                                   | <input type="checkbox"/> No alternative lodging available.              |
| <input type="checkbox"/> UC business will be conducted in late night meetings.                           | <input type="checkbox"/> Emergency travel.                              |
| <input type="checkbox"/> Cost of transportation to alternative lodging equals cost of requested lodging. | <input type="checkbox"/> Other. Please specify: _____                   |

Explain why each of the above checked reasons apply. Document "Good Faith" effort to obtain lodging rates from 3 vendors requesting the state rate for the location of travel.

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**I request prior approval of a lodging rate in excess of the state maximum rate for this destination.**

CLAIMANT'S SIGNATURE 	CLAIMANT'S TITLE	DATE SIGNED (MM/DD/YYYY)
COUNTY CONTACT NAME	COUNTY	COUNTY CONTACT'S PHONE NUMBER
COUNTY CONTACT (Signature) 	COUNTY CONTACT'S TITLE	DATE APPROVED BY COUNTY (MM/DD/YYYY)
STATE OFFICE APPROVAL (Signature) 	STATE OFFICE APPROVER'S TITLE	DATE APPROVED BY STATE OFFICE (MM/DD/YYYY)

\*Note: Excess lodging requests need to be **approved in advance** of the travel. The final approved copy needs to be submitted with your travel receipts in MyTravel.