The Nutrition Education and Obesity Prevention Branch (NEOPB) Grantees with travel expenses in their Budget Justification (BJ) and approved by the United States Department of Agriculture (USDA) must adhere to the current rates established by the California Department of Human Resources (CalHR).

Travel reimbursement information for transportation, mileage, per Diem, and lodging expenses are located on the CalHR website: http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx.

The Grantee may not request reimbursement from the NEOPB for any expenses above the maximum allowable CalHR rates. If Grantee local reimbursement rates are higher than the CalHR rates, they may reimburse staff the difference of the higher rate with receipts from another funding source.

It is important that Grantees share the CalHR Travel Reimbursement Information with their staff, subcontractors, consultants, volunteers, and mini grantees, hereinafter referred to as "subcontractors" who provide services under the NEOPB grant and they adhere to the CalHR rates and guidelines.

USDA and NEOPB approval is required for all travel expenses claimed by Grantee and should be listed in the BJ to be approved during the grant negotiation and annual State Plan process. Sufficient funds should be budgeted for trainings, conferences, meetings, etc. If upcoming travel is not listed in the BJ, prior written approval from the Contract Manager (CM) and Project Officer (PO) must be obtained prior to travel and the associated expenditures are invoiced.

Grantees, subcontractors, consultants and mini grants may not request reimbursement for any travel expenses for staff that are not on the approved NEOPB budget justification detail.

800.1 Meals **and Incidentals Reimbursement (In-State/Out-of-State Travel)**

The following reimbursement rates are maximums, not allowances.

Meal Expense	Reimbursement Rate
Breakfast	$ 7.00
Lunch	$11.00
Dinner	$23.00
Incidentals	$ 5.00

TRIPS OF 24 HOURS OR MORE

For travel exceeding 24 hours or more, employees may claim meals based on the following timeframes:

First day of travel

- Trip begins at or before 6 am - Breakfast may be claimed
- Trip begins at or before 11 am - Lunch may be claimed
- Trip begins at or before 5 pm - Dinner may be claimed

Continuing after 24 hours

- Trip ends at or after 8 am - Breakfast may be claimed
- Trip ends at or after 2 pm - Lunch may be claimed
- Trip ends at or after 7 pm - Dinner may be claimed

TRIPS OF LESS THAN 24 HOURS

For travel less than 24 hours, employees may claim breakfast and/or dinner (as noted above), based on the following timeframes:

Fractional day of travel

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

Employees may **not** claim lunch or incidentals on one-day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.

Employees may not claim meals provided by 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.

No meal or incidental expense may be claimed or reimbursed more than once in any given 24-hour period.

800.2 Mileage Reimbursement

Grantee staff and subcontractors listed on the approved BJ who travel during the workday hours are eligible for travel reimbursement between worksites. When staff travels during workday hours to a temporary worksite from home, mileage reimbursement is calculated from the main worksite and not the home address. Grantee staff and subcontractors are eligible to seek travel reimbursement from their "home office" to the worksite, if it is their primary office. Mileage logs must be prepared including details of travel such as: approved staff claiming mileage, purpose of travel and/or agenda, date, miles traveled and/or Google/Yahoo map and rate/total costs being claimed per trip and submitted as documentation to substantiate reimbursement.

As of January 1, 2014, the current reimbursable CalHR mileage rate is 56 cents maximum per mile and is located on the CalHR Travel Reimbursement webpage and the NEOPB Program Letter 14-02.

800.3 Transportation Reimbursement

Grantee staff and subcontractors must retain receipts for transportation expenses for parking fees, taxi, airline, bus fares or rail tickets, car rental, gas receipts or any other travel receipts pertaining to each trip for attachment to an invoice as substantiation for reimbursement.
Reimbursement may be requested for commercial carrier fares, private car mileage, bridge tolls, and streetcar fares when substantiated with a receipt or support documentation.

Acceptable receipts for airline tickets and rental cars is the paid confirmation receipt from the airline showing paid and the rental car receipt you receive when you return the car. The airfare estimates print out or the original rental car agreement that you receive when you pick up the car is not acceptable as a receipt for reimbursement.

800.4 Lodging Reimbursement (Short-Term)

Employees who incur overnight lodging expenses at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc. must provide a receipt to claim reimbursement. No reimbursement will be paid without a receipt. The current rate of reimbursement per CalHR and NEOPB Program Letter 13-11 is as follows:

County	Lodging Reimbursement Rate
All counties and cities except listed below	$90 per night plus tax
Napa, Riverside and Sacramento	$95 per night plus tax
Los Angeles, Orange, Ventura, Edwards AFB, excluding the city of Santa Monica	$120 per night plus tax
San Diego, Monterey, Alameda, San Mateo and Santa Clara	$125 per night plus tax
San Francisco County, City of Santa Monica	$150 per night plus tax

Reimbursement for actual lodging expenses that exceed the above amounts may be allowed with the advance approval from NEOPB.

Receipts from Internet lodging reservation services such as Priceline.com which require prepayment for that service, ARE NOT ACCEPTABLE LODGING RECEIPTS and are not reimbursable without a valid lodging receipt from the lodging establishment.

800.5 Excess Lodging Approval

NEOPB is aware it may be difficult to stay within the CalHR established maximum lodging rates for large meetings, conferences, etc.

Therefore, NEOPB has established procedures for grantees regulated by CalHR rates to obtain approval for excess lodging rates.
Prior to traveling, complete an 'Excess Lodging Rate Request/Approval form, STD 255C (Appendix 19) and submit to the assigned Contract Manager (CM) and Project Officer (PO) for approval.

Allow 30 days to receive a response to the written request from the CDPH staff. Once the review process is complete, the CM or PO will provide written notification via email of approval/denial to the Grantee.

800.6 Non-NEOPB Related Travel

NEOPB requires prior written approval for all non-NEOPB related travel utilizing NEOPB funds. Non-NEOPB travel must support and provide nutrition education and physical

activity promotion to Supplemental Nutrition Assistance Program Education (SNAP-Ed) eligible families outlined in the Project Synopsis (PS) or grant deliverables.

Grantee submits a completed Request for Non-NEOPB Travel Approval Form (Appendix 20) to the assigned CM & PO for review and approval with the annual BJ. With this form, provide a copy of the agenda, conference brochure, and/or any other related material for the conference, meeting, training, or event. Include a written justification explaining how this non-NEOPB travel would support/benefit SNAP-Ed eligible families and/or how it relates to your agency's PS or grant deliverables. The approved travel amount will be prorated by the amount of nutrition education and/or physical activity promotion percentage of non-NEOPB travel and then prorated by the FTE of the staff attending. The CM and/or PO will provide approval or denial to the Grantee during the budget negotiations or as needed. An informal amendment may be required if the non-NEOPB travel was not approved with the State Plan BJ.

800.7 Out of State Travel

USDA and NEOPB require prior written approval for all out-of-state travel to be reimbursed with USDA funds. Requests for out-of-state travel must be submitted with the BJ for annual State Plan submission to USDA. Out-of-state travel will be reimbursed if such travel is necessitated by the Project Synopsis and/or SOW and has been previously approved by USDA and NEOPB.

To request approval for out-of-state travel, submit NEOPB Out-of-State Travel Approval form, (Appendix 21), to the assigned CM and PO. The request will be reviewed by USDA and NEOPB to determine if there is sufficient merit given and if sufficient funds are available to cover the expense.

Out-of-state travel for national conferences is limited to four participants from the entire State of California each year; opportunities to attend are extremely limited. Conferences must be directly related to SNAP-Ed eligible families in order to qualify

800.8 Working Lunches

Effective December 14, 2009, no meals may be provided or catered at meetings or conferences with USDA funds by NEOPB, its contractors or subcontractors, including our university affiliates per USDA and NEOPB Program Letter 10-01.

Attendees of NEOPB conferences, meetings, trainings, working lunches, or dinners are required to pay for their meals through registration fees, per diem claims to their sponsoring agencies, or through an out of pocket expense.