

I. FISCAL SECTION
300. Travel and Per Diem

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301. General Information

Prior written approval is required for all travel conducted through the contract unless the travel was pre-approved during the contract negotiation process and is included in the Budget Detail/Justification which supports the official budget of the fully executed contract.

All contracts, with the exception of regional contracts awarded to a "Regents of the University of California", require that travel expenses for regional activities adhere to the rates established by the Department of Personnel Administration (DPA) as described in the [Travel Reimbursement Information](#) Exhibit with the contract. Contracts awarded to Regents of the University of California must adhere to the University travel regulations and rates.

Whichever rates apply to the contract (DPA or University) also apply to all travel reimbursement that occurs through the contract whether reimbursement is made to an employee, advisory committee member, consultant or subcontractor.

Contractors who have budgeted for travel should be knowledgeable of the DPA travel and per diem rates and should ensure that billings to the State *Network* for employee's mileage and per diem do not exceed the allowable rates. The *Network* will not reimburse costs above the maximum allowable rates.

It is important that Contractors share DPA travel information with their subcontractors, consultants, advisory committee members, and other parties who provide services under the *Network* contract so that they adhere to the same rates and guidelines.

302. Excess Lodging Approval

The State *Network* is aware that it is becoming increasingly difficult to stay within the DPA established maximum lodging rates for large meetings, conferences, etc. Therefore, the State *Network* has established procedures for contractors regulated by the DPA rates to obtain approval for excess lodging rates.

For excess lodging requests, submit the following to the assigned CM:

1. A cover letter requesting approval for the excess lodging.
2. A justification that details:
 - Conference name
 - Location of conference
 - Dates of conference
 - Purpose of conference
 - Anticipated attendees
 - Summary of bids obtained from hotels in the area including names of hotels, room rates, availability, and any comments; a minimum of three bids in excess of the standard rates are required for the justification to be considered by the CM.

Please allow 25-30 calendar days to receive a response to the written request. Once approved, the assigned CM will provide written notification of the approval.

303. Non *Network*-Related Travel to a Conference or Training, etc.

The State *Network* requires prior written approval for all non-*Network* related travel, which utilizes State *Network* funds. Non-*Network* travel must support SNAP-Ed nutrition education activities and must receive prior PM approval. Contractors should submit the following to the assigned PM:

1. [Non-*Network* Travel Approval Form](#)
2. A copy of the agenda and/or conference brochure, which includes a description of the sessions.
3. A cover letter requesting approval for any excess lodging, if applicable. The justification should detail:
 - a. Conference name
 - b. Location of conference
 - c. Dates of conference
 - d. Purpose of conference
 - e. How the event supports/benefits SNAP-Ed and/or how it relates to scope of work
 - f. Anticipated attendees
 - g. Summary of bids obtained from hotels in the area including names of hotels, room rates, availability, and any comments; a minimum of three bids in excess of the standard rates are required for the justification to be considered by the PM.

304. Out of State Travel

USDA requires prior written approval for all out-of-state travel. [Requests for out-of-state travel](#) must be submitted with the *Regional Network* contract negotiations documents and must be included in the Budget Justification supporting the official budget included in the fully executed contract.

Since out-of-state travel for national conferences is limited to four participants from the entire *Network* each year, opportunities to attend are limited. Conferences must be directly FSNE related in order to qualify. The request will be reviewed by the *Network* to determine if there is sufficient merit for the travel request and if sufficient funds are available to cover the expense.

305. Mileage Reimbursement

Contractors are eligible for travel reimbursement during the work day between worksites. When traveling to a temporary worksite from home, mileage reimbursement is calculated from the main worksite (not home address) to the temporary worksite. Consultants are eligible to seek travel reimbursement from their “home office” to the worksite.