

<b>CALFRESH - FISCAL GUIDELINES MANUAL</b>
<b>900 Travel and Per Diem</b>

**901. General Information**

Prior written approval is required for all travel expenses claimed by *Network* Contractors unless the travel was pre-approved during the contract negotiation process and is included in the Budget Justification.

*Network* contractors must adhere to the rates established by the Department of Personnel Administration (DPA). Contractors who have budgeted for travel should be knowledgeable of the DPA travel and per diem rates and should ensure that billings to the *Network* for employees' 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. The current reimbursable DPA mileage rate is 51 cents per mile (effective January 1, 2011).

**902. Excess Lodging Approval**

The *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 *Network* has established procedures for Contractors regulated by the DPA rates to obtain approval for excess lodging rates. 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.
3. A copy of the agenda, conference brochure, etc.

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

**903. Non-*Network* Related Travel**

The *Network* requires prior written approval for all non-*Network* related travel, which utilizes *Network* funds. Non-*Network* related travel must support your *CalFresh* outreach activities and must receive CM approval. Contractors should submit the following to the assigned CM:

1. A copy of the agenda, conference brochure, etc.
2. 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. Anticipated attendees
- f. 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.

**904. 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 Contractor's annual application packet and must be included in the Budget Justification submitted for approval. 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 *CalFresh*-related in order to qualify.

Requests for out-of-state travel 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.

**905. Mileage Reimbursement**

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

**906. Working Lunches**

Effective December 14, 2009, per USDA, no meals may be provided or catered at *Network* meetings or conferences with USDA funds. Any invoices for such meal services provided to the *Network* after December 14, 2009 will not be reimbursed. Attendees of *Network* 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 out of pocket.