

II.	FISCAL SECTION
900	Travel and Per Diem

901 General Information

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

The *Network* contracts require that travel expenses adhere to the rates established by the Department of Personnel Administration (DPA). Refer to [DPA Travel Reimbursement Information \(Appendix A21\)](#) for current rates and guidelines. Contractors who have budgeted for travel in the approved federal share budget should be knowledgeable of the DPA travel and per diem rates and should ensure that billings to the Network for a Healthy California (*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.

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 Contract Manager (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, and etc.

Allow 30 days to receive a response to the written request. Once approved, the CM will provide written notification of approval.

903 Non *Network*-Related Travel

The *Network* requires prior written approval for all non-*Network* related travel, which utilizes Network funds. Non-*Network* travel must support and provide nutrition

education and physical activity promotion to Supplemental Nutrition Assistance Program Education (SNAP-Ed) eligible families outlined in the Scope of Work (SOW) and *Network* Agreement.

Contractors should submit the following to their assigned CM:

1. Non-*Network* Travel Approval Form (Appendix A27)
2. A copy of the agenda, conference brochure, memo, and etc.
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. 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

The United States Department of Agriculture (USDA) requires prior written approval for all out-of-state travel. Requests for out-of-state travel must be submitted with the annual **Funding Application Packet (FAP)** or **Request for Application (RFA)**. The form 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 SNAP-Ed related in order to qualify. To request approval for out-of-state travel, at **Network Out-of-State Approval form**, (Appendix A22) needs to be submitted to the assigned CM and Program Manager (PM). The request will be reviewed by the *Network* to determine if there is sufficient merit given and if sufficient funds are available to cover the expense.

905 Mileage Reimbursement

Subcontractors/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. As of July 1, 2011 the reimbursable DPA mileage rate is 55.5 cents maximum per mile and located on the **DPA Travel Reimbursement Information form**, (Appendix A21).

Updates on currently mileage rates can be found on the Department of Personnel Administration website:

<http://www.dpa.ca.gov/personnel-policies/travel/personal-vehicle-mileage-reimbursement.htm>