



Request for Proposals (RFP)

RFP# 2024-002 – SCLTC for Update to Coordinated Public Transit – Human Services Transportation Plan

Addendum #1 – Issue Date: 12/23/2024

Prospective bidders should review the attached Travel Information & Policy issued by the California Department of Transportation regarding reimbursement rates for expenses incurred after October 1, 2024.

Lodging, meals, and incidentals incurred during the scope of work for this RFP will not exceed the maximums allowed per the attached policy.

For questions regarding this addendum, please contact Melissa Cummins at melissa@siskiyoucoltc.org.



TRAVEL INFORMATION & POLICY

Subject:	Number: TIP 24-09
Travel/Relocation Programs – Changes to Business and Travel Reimbursement Policy for All Employees	Date Issued: September 20, 2024
References: CalHR Manual Section 2201 CalHR Manual Section 2203 CalHR Travel Program FAQs Travel Guide - Excess Lodging Rate Request	Expires: Until Rescinded

Purpose: To inform all employees (excluded and represented employees) of the increases to short-term meal and lodging expense reimbursement rates for authorized state business travel.

Policy: **Effective October 1, 2024**, the State is adopting the federal standard meal and incidental expense (M&IE) rate established by federal General Services Administration (GSA) and federal standard and non-standard reimbursement lodging rates within the existing business and travel reimbursement policy ([CalHR Travel Program FAQs](#)) for all employees on authorized travel status.

Meal and Incidental Expense Rates: **Effective October 1, 2024**, for all employees on authorized travel status, the federal standard M&IE rate established by the federal GSA at the time of travel for actual meal and incidental expense will be as follows:

- **M&IE Total-** Up to the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.
- **Breakfast, Lunch, Dinner, Incidentals-** M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Separate amounts for meals and Incidentals as sometimes meal amounts must be deducted by the appropriate amount when such meals are furnished to the traveler or included in conference registration, etc. For meals provided, the traveler must deduct the meal cost from the applicable M&IE rate.
- **First & Last Day of Travel-** Up to the amount received on the first and last day of travel and equals 75% of total M&IE.

Receipts are not required to claim meal and incidentals expenses up to the maximum allowable reimbursement rates specified. Receipts for meals must be maintained by the employee as substantiation that the amount claimed was not in excess of the amount of the actual expense. The Department may request receipts at any time.

Meal and Incidental Rates for In-State and Out-of-State Travel:

M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Up to \$68	Up to \$16	Up to \$19	Up to \$28	Up to \$5	Up to \$51

Meal and Incidental Timeframes:

Effective October 1, 2024, for travel that occurs on or after October 1, 2024, the State's updated travel timeframes determining allowable reimbursement of M&IE are as follows:

When travel status is		Maximum reimbursement for actual expenses is
More than 12 but less than 24 hours		Up to 75% of the applicable M&IE standard rate for each calendar day in a travel status.
24 hours or more, on	The day of departure	Up to 75% of the applicable M&IE standard rate.
	Full days of travel	Up to 100% of the applicable M&IE standard rate.
	The last day of travel	Up to 75% of the applicable M&IE standard rate.
Travel less than 12 hours		Not eligible for M&IE reimbursement.

Lodging Rate Changes:

Effective October 1, 2024, the State is adopting federal standard and non-standard reimbursement lodging rates at time of travel for receipted lodging that will align with the applicable standard and non-standard federal lodging rates, as follows:

- [GSA](#) (in-state and certain out-of-state locations): The continental United States and Washington, D.C. (CONUS)
- [DOD](#) (certain out-of-state locations): Non-foreign areas outside CONUS (Alaska, Hawaii, U.S. Territories and Possessions)
- [State Department](#) (out-of-country): Foreign areas

GSA's FY 2025 daily lodging chart on the last page provides a quick reference to the [GSA's](#) FY 2025 (October 1, 2024 – September 30, 2025) lodging rates for California.

Excess Lodging Rate Request:

If a traveling employee cannot obtain lodging at or below the applicable federal standard or non-standard in-state, out-of-state or out-of-country lodging rate for their location of travel, an Excess Lodging Rate Request Form [STD 255C](#) must be submitted to the [Division of Accounting - Travel Questions Mailbox](#) 10 days prior to travel.

Long-Term Travel (LTA):

Effective October 1, 2024, the State is adopting the federal standard M&IE reimbursement rates for long-term meals, and receipted lodging shall be reimbursed up to the maximum federal standard and non-standard reimbursement rates.

Actual expenses for long-term meals, incidentals, and receipted lodging will be reimbursed up to the maximum rates provided above for short-term travel.

Note:

The Travel Guide Chapter 4 Short-Term Travel and Chapter 5 Long-Term Travel have been updated to show the new travel policy rates. However,

the final language including any additional information will be available September 30, 2024.

GSA FY 2025 Daily Lodging Rates for California

County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Alameda	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145
City limits of Santa Monica	\$273	\$273	\$273	\$273	\$273	\$273	\$273	\$273	\$273	\$273	\$273	\$273
Contra Costa	\$147	\$147	\$147	\$147	\$147	\$147	\$147	\$147	\$147	\$147	\$147	\$147
El Dorado	\$141	\$141	\$247	\$247	\$247	\$247	\$143	\$143	\$171	\$171	\$171	\$141
Fresno	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129
Humboldt	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$172	\$172	\$172	\$125
Inyo / NAWA China Lake	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142
Kern	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132
Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191
Madera	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135
Marin	\$153	\$153	\$153	\$153	\$153	\$153	\$153	\$153	\$175	\$175	\$175	\$175
Mariposa	\$181	\$181	\$181	\$203	\$203	\$203	\$203	\$181	\$181	\$181	\$181	\$181
Mendocino	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129
Mono	\$139	\$139	\$195	\$195	\$195	\$195	\$139	\$139	\$139	\$139	\$139	\$139
Monterey	\$191	\$191	\$191	\$191	\$199	\$199	\$199	\$199	\$199	\$279	\$279	\$191
Napa	\$246	\$246	\$172	\$172	\$246	\$246	\$246	\$246	\$246	\$246	\$246	\$246
Nevada	\$142	\$142	\$169	\$169	\$169	\$146	\$146	\$146	\$173	\$173	\$173	\$142
Placer	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131
Riverside	\$186	\$186	\$186	\$186	\$186	\$186	\$186	\$141	\$141	\$141	\$141	\$141
Sacramento	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
San Bernardino	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124
San Diego	\$199	\$199	\$199	\$199	\$199	\$199	\$199	\$199	\$237	\$237	\$199	\$199
San Francisco	\$272	\$272	\$272	\$259	\$259	\$259	\$259	\$259	\$259	\$259	\$259	\$272
San Joaquin	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132
San Luis Obispo	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$203	\$203	\$163	\$163
San Mateo	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183
Santa Barbara	\$205	\$205	\$205	\$205	\$205	\$205	\$205	\$205	\$205	\$262	\$262	\$205
Santa Clara	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$192
Santa Cruz	\$139	\$139	\$139	\$139	\$139	\$139	\$139	\$139	\$176	\$176	\$176	\$139
Sonoma	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157
Tulare	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131
Yolo	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142

If you have questions regarding this information, please contact Clarissa Cook at (916) 639-6051 or send an email to [Division of Accounting - Travel Questions Mailbox](#)

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail clarissa.cook@dot.ca.gov TTY users may also call (800) 735-2922.