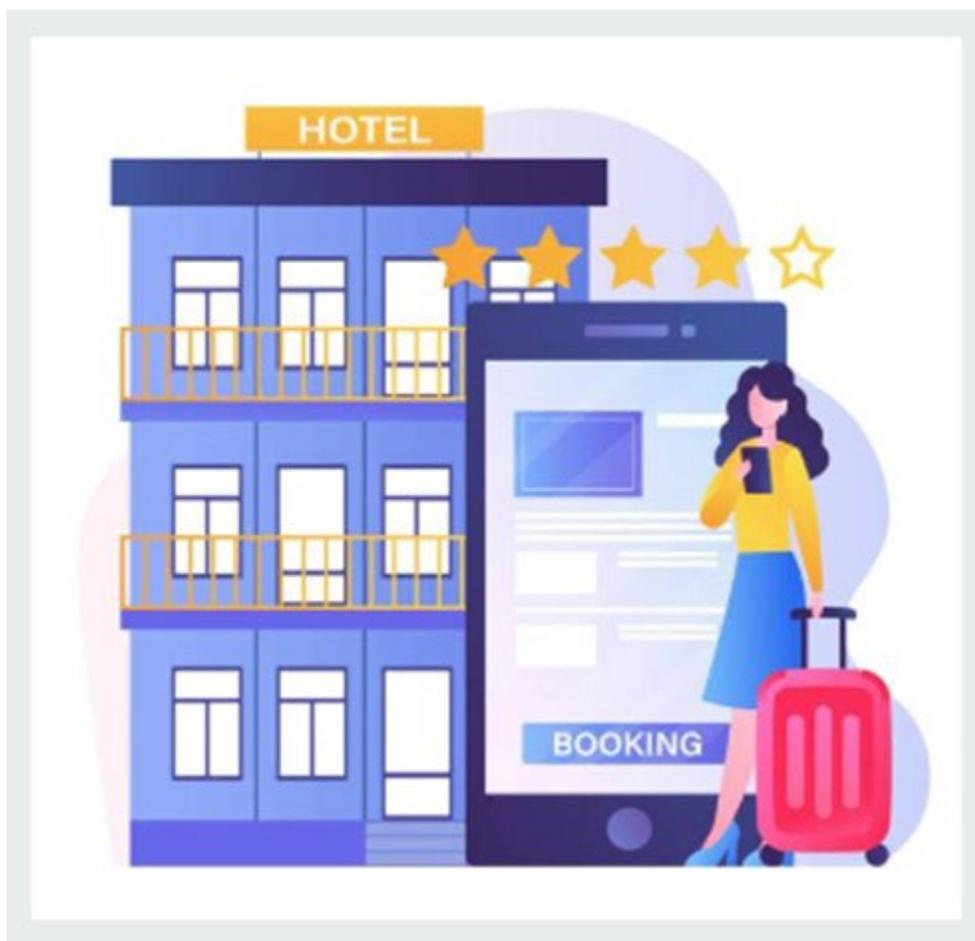




2025 Travel Guide



September 2025

The California Department of Human Resources (CalHR) provides all rules for travel on State of California business. It is the responsibility of all travelers to familiarize themselves with the CalHR guidelines before travel occurs, as provided below. This travel guide does not supersede the established CalHR guidelines but provides a user-friendly format to access travel information with more specific context for travelers on business for the California Air Resources Board.

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1. Overview and Purpose

- All Community Air Protection AB 617 Consultation Group members, just like California Air Resources Board (CARB) employees, must follow all California Department of Human Resources (CalHR) travel guidelines when traveling for State business.¹
- CARB developed this 2025 Travel Guide (“Guide”) to clarify and explain CalHR requirements for all travel reimbursement and to address questions or concerns raised by Consultation Group members.
- This Guide states the reimbursement rates and required travel practices as of (September 2025). The State of California has adopted the new federal reimbursement rate increases that took effect on October 1, 2024,² for meals and short-term lodging expenses, and the new personal vehicle mileage reimbursement rate as of January 1, 2025.³
- The authoritative CalHR documents referenced here may change at any time due to changes in State policy. In that case, the CalHR requirements will govern, not this Guide.

2. California Department of Human Resources (CalHR) Guidelines

- State agencies provide reimbursement for the actual and necessary out-of-pocket expenses incurred by State officers, employees, and designated personnel when they conduct official State business.
- The State agency is responsible for determining the necessity of travel and that such travel represents the best interest of the State. Each State agency may determine the time and method of travel, location, and lodging.
- No expenses for meals, lodging, or incidentals will be allowed at any location less than 50 miles of the traveler’s home or headquarters, as determined by the normal commute distance.⁴ Parking fees are eligible if conducting business on behalf of the State.
- As of October 1, 2024, travel less than 12 hours is not eligible for meal and incidental expense reimbursement.⁵
- The most economical method of transportation should be used. Flights with the lowest usable refundable airfare should be chosen.⁶

¹ California Department of Human Resources, [Human Resources Manual 2203](#) - Allowances and Travel Reimbursements, 2.

² Ibid, 5.

³ California Department of Human Resources, [Travel Reimbursements](#), 5.

⁴ California Department of Human Resources, [Human Resources Manual 2203](#) - Allowances and Travel Reimbursements, 2.

⁵ Ibid, 8.

⁶ Ibid, 2.

- If there are questions on travel guidelines, please contact the CARB Travel Liaison Bronwyn.Mednick@arb.ca.gov . The CARB Travel Liaison will handle all travel 'approvals' for Consultation Group members, unless otherwise specified.

Monday to Friday, 8:00 am to 4:00 pm
Email: Bronwyn.Mednick@arb.ca.gov

3. Booking Travel

The CARB Travel Liaison will review and approve travel arrangements that fulfill personal travel preferences for Consultation Group members and provide the lowest cost options available to the State.

- **Booking travel arrangements:** Consultation Group members must submit travel details to the CARB Travel Liaison at least 14 calendar days prior to scheduled meeting to ensure that the travel costs follow the required CalHR guidelines, are in the best interest of the State, and also accommodate the specific needs of the Consultation Group members. Details include departure and return dates and times, cost of refundable airfare and lodging/accommodations and car rental if appropriate.
 - **Email approvals:** Please email Bronwyn.Mednick@arb.ca.gov with the subject line: "CG Flight Approval Request"
- The most cost-effective travel arrangements will be determined, and the CARB Travel Liaison will review and approve as appropriate within 48 hours of receipt during the work week.
- If a Consultation Group member is unable to book their travel airfare via credit card, please contact CARB Travel Liaison for booking assistance.
- **Travel preferences:** Travel preferences are mutually agreed upon and will determine the authorized times and dates for travel related to official State business.
- The CARB Travel Liaison will ensure the chosen travel preferences meet all the required CalHR guidelines.
- Travel vouchers, free travel points, or other non-monetary transactions are not eligible for reimbursement. Please do not use these types of credits when booking airfare for Consultation Group meetings.
- In-flight purchase are not eligible for reimbursement.
- **Travel itinerary:** Once travel requests are approved by CARB, please submit your itinerary to the CARB Travel Liaison for record purposes.
- If there are any **discrepancies or changes in the itinerary**, please notify the CARB Travel Liaison immediately so records can be updated for accuracy.

- Please be aware that the week before the meeting, prices for transportation and hotels may have increased so much that the high travel costs may not be in the best interest of the State.
- Please also note that if your plans change such that you will participate remotely versus in person, kindly update us as soon as possible as CARB staff is required to notice this information to the public.
- **Travel exceptions:** If a Consultation Group member has a request outside of their normal travel arrangements (e.g., starting from a different location than their permanent address), please submit a written request for exception and justification to the CARB Travel Liaison *before the start of travel*.⁷
 - If no hotels are available at the State-approved rate for the Consultation Group meeting, the form [STD 255C](#), Excess Lodging Rate Request/Approval, will be filled out by the CARB Travel Liaison and signed by member and CARB ahead of time.
- **Under extenuating circumstances:**
 - Due to CalHR rules, sometimes not all expenses paid for by the Consultation Group member may be completely reimbursed (e.g., AirBnB repayment is only for the room and taxes; room cleaning and other AirBnB fees will not be reimbursed).
 - If a Consultation Group member chooses and is authorized to use a method of transportation that is not the least costly, not the typical method of getting from one location to the other, or not “in the best interest of the State,” then a cost comparison shall be prepared by the CARB Travel Liaison and the member shall be reimbursed only the amount that would have been reimbursed had the employee traveled using the least costly method.⁸

4. Travel Cancellation

- If the planned travel needs to be cancelled, the Consultation Group member must immediately inform the CARB Travel Liaison in writing of their travel cancellation, stating the reasons for trip cancellation.
- Consultation Group members should confirm what this travel cancellation means:
 - They will not attend in-person and instead will virtually attend the meeting, or
 - They will not attend the meeting at all, neither virtually nor in-person.⁹

⁷ California Department of Human Resources, [Human Resources Manual 2201](#) - Travel and Relocation Policy, 28-29.

⁸ Loc. cit.

- Whether they have a designated alternate who will instead attend the meeting, or
- They do not have a designated alternate who will attend the meeting.
- This confirmation is critical in determining quorum for the meeting.

5. Specific Travel Rules

Consultation Group members must adhere to the same travel rules as State of California workers. Rules that govern the travel arrangements are the same: that is, in accordance with CalHR policy, reimbursement shall be for actual, necessary, and appropriate business and travel expenses incurred fifty (50) miles or more from home and headquarters.⁹

A. Transportation

Airfare: The State will reimburse for an economy refundable airfare with the least expensive rate and one checked-in bag each way.

Rental vehicles: Rental vehicles will be reimbursed up to \$64.00 per day. Payment will be covered by the Consultation Group member and reimbursed after travel has concluded. Road and bridge toll tickets, and associated fuel purchased are reimbursable travel expenses with dated receipts. Supplemental insurance and prepaid fuel purchased from the rental agency are not reimbursable.

Arrangements for vehicle pick-up and drop-off locations, start and end dates of car rentals, should align with scheduled meeting dates, and must be included with travel approval requests sent to CARB Travel Liaison.

! *If you are in a vehicular accident, including while driving your personal vehicle, and are traveling on official State business, do not admit fault. Notify CARB's Health and Safety Unit within 24 hours at (916) 322-3309. If a rental vehicle is involved, report the accident to the rental car agency immediately.*

Private vehicles: Personal vehicle mileage for approved business/travel expenses (e.g., driving to and from conducting official State business), for those Consultation Group members that are fifty (50) miles or more from home and headquarters per CalHR guidelines, is reimbursable at the CalHR published rate of \$0.70 per mile as of January 1, 2025.¹⁰ Minimum liability insurance requirements will apply. Motorcycle mileage is not reimbursable. A cost comparison between the different modes of travel available may be required. For example, for longer

⁹ California Department of Human Resources, [Human Resources Manual 2201](#)- Travel and Relocation Policy, 2.

¹⁰ California Department of Human Resources, [Travel Reimbursements](#), 4.

distances, it is often cheaper to rent a car than for personal vehicle miles reimbursement.

Public transit, trains, and parking: The least expensive public transportation and parking option is reimbursable. CARB can reimburse these expenses at a \$10 maximum if the receipt is lost.¹¹

Bridge and toll charges: These are reimbursable if reasonably and necessarily incurred for official State business.

B. Records Retention

The CARB Travel Liaison will review the completed travel expense claim (TEC) form (STD 262), supporting documentation, and provide the CG members with their TEC documentation once approved by CARB Office of Community Air Protection (OCAP) management.

It is the responsibility of the Consultation Group members to file and keep their receipts and TEC documentation for a period of 3-7 years.¹² Per Cal HR Manual Section 2203, receipts must be made available upon request by State control agencies and/or the Internal Revenue Service (IRS).

To prepare the TEC, copies of receipts must be submitted to the CARB Travel Liaison for every expense, including itemized receipts of all meals. These include copies of receipts for smaller items, such as rail and bus fares, bridge and road tolls, taxi, shuttle, or hotel bus fares, parking fees, etc.

C. Meals

Actual meal and incidental expenses are reimbursable up to the maximum amount in **Table 1** (valid as of 10/1/2024).¹³

Table 1. Meals & Incidental Expense (M&IE) Claims for Daily Meals

Meals & Incidental Expense (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

¹¹ California Department of Human Resources, [Human Resources Manual 2202](#) - Mileage Reimbursement, 5.

¹² California Air Resources Board. Travel Unit.

¹³ California Department of Human Resources, [Human Resources Manual 2203](#) - Allowances and Travel Reimbursements, 5.

The reimbursement rates are maximum individual meal reimbursement rates for actual expenses, per CalHR, not allowances.¹⁴ This is a change that went into effect as of 10/1/2024. Copies of itemized receipts for meal expenses are required to be submitted to the CARB Travel Liaison. The amount claimed cannot be in excess of the amount of the actual expense, and original receipts must still be kept by the Consultation Group member.

Meal reimbursements are eligible within the timeframe shown in **Table 2**. *Meals that are included with airfare, lodging, conference, or convention fees are not eligible for reimbursement.*

**Table 2. Meals & Incidental Expense (M&IE) Timeframes
(Travel on or after Oct. 1, 2024)¹⁵**

When travel status is		Maximum reimbursement for actual expense is
More than 12 but less than 24 hours		Up to 75% of the applicable meal and incidental expense 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 meal and incidental expense standard rate.
	Full days of travel	Up to 100% of the applicable meal and incidental expense standard rate.
	The last day of travel	Up to 75% of the applicable meal and incidental expense standard rate.
Travel less than 12 hours		Not eligible for meal and incidental expense reimbursement.

- **M&IE Total for Full Days of Travel** - 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. Incidentals are only allowed for hotel stays and includes fees and tips given to porters, baggage carriers, and hotel staff. No other items

¹⁴ Loc. cit.

¹⁵ California Department of Human Resources, [Human Resources Manual 2203](#) - Allowances and Travel Reimbursements, 8.

may be claimed as incidentals.¹⁶ Itemized meal receipts are required. Alcoholic drinks will not be reimbursed.¹⁷

- Please separate amounts for meals from incidentals because sometimes meal charges must be deducted by the appropriate amount when such meals are furnished to the traveler or included in a conference registration, etc. For meals provided, the traveler must deduct the meal cost from the applicable M&IE rate.¹⁸
- **First & Last Day of Travel** - Up to the amount received on the first and last day of travel and equals 75 percent of the total M&IE.
- **Travel less than 12 hours** - The new CalHR guidelines effective October 1, 2024, state that travel that is less than 12 hours is not eligible for meal and incidental expense reimbursement.¹⁹

D. Lodging

- The CARB Travel Liaison reviews and approves reservation requests for lodging at least 14 calendar days prior to scheduled meeting.
- Hotel reservations are allowed when the meeting venue is more than 50 miles from the member's home or headquarters for:
 - The night before, to attend an early morning CG meeting the following day, or
 - The night after a meeting that ends late in the evening when the return home will be on the morning of the following day.
- CG member purchases lodging on their own from commercial lodging establishments (e.g., hotels, motels, AirBnB), this may be eligible for reimbursement up to the authorized State government rates given in Table 3: State Government Lodging Rates.
- The State only pays for one room, room tax, and hotel parking as it relates to your hotel stay. Parking charges for only one car will be reimbursed.²⁰
- CARB does not pay for personal charges such as room service, pantry, total restaurant bills, dry cleaning, movie rentals, internet services, or bar tabs.

¹⁶ Ibid, 7.

¹⁷ Ibid, 3.

¹⁸ California Department of Human Resources, [*Human Resources Manual 2203*](#) - Allowances and Travel Reimbursements, 4.

¹⁹ Ibid, 8.

²⁰ California Air Resources Board. Travel Unit.

Those expenses must be paid with the CG member's personal card at the time of checking out of the hotel.

- Incidental expenses, incurred when the travel period is greater than 24 hours, includes fees and tips given to porters, baggage carriers, and hotel staff.²¹ Incidental expenses are only reimbursable when staying in a hotel. It does not include taxi fares, rideshare fares, lodging taxes, or phone calls.

Table 3 provides a quick reference to lodging rates for selected California counties.²² The complete chart for lodging rates for all California counties can be found at this link: [General Services Administration's Fiscal Year 2025](#) (September 1, 2025 - September 30, 2026).

**Table 3. State Government Lodging Rates for Selected California Counties
Daily lodging rates (excluding taxes) September 2025 - September 2026**

	Sept '25	Oct '25	Nov '25	Dec '25	Jan '26	Feb '26	Mar '26	Apr '26	May '26	Jun '26	Jul '26	Aug '26	Sep '26
Alameda	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145
Fresno	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129
Humboldt	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$172	\$172	\$172	\$125
Kern	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132
Los Angeles	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191	\$191
Riverside	\$186	\$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	\$150
San Francisco	\$272	\$272	\$272	\$272	\$259	\$259	\$259	\$259	\$259	\$259	\$259	\$259	\$272

6. Travel Checklist

A. Before Travel

Upon receiving notification from CARB of an upcoming CG meeting, please submit your travel request that are consistent with the CalHR guidelines and information above at least 14 calendar days prior. Please do the following:

- Please provide the date and location from where you will begin travel to the meeting.
- Indicate ground transportation mode (train or rental vehicle including preferred pick-up location, or Uber/Lyft, etc.).
- If flying, please include preferred airport, flight carrier, flight number, and times.

²¹ California Department of Human Resources, [Human Resources Manual 2203](#) - Allowances and Travel Reimbursements, 7.

²² California Department of Human Resources, [Human Resources Manual 2203](#) - Allowances and Travel Reimbursements, 9-12.

- Indicate whether you need hotel reservations (e.g., the night before a morning meeting the next day or the night after a meeting that ends late in the evening).

The CARB Travel Liaison will then provide approval within 48 hrs.

! *If you must **cancel** your travel arrangements:*

- Contact the CARB Travel Liaison as soon as possible via email, stating the reasons for your trip cancellation.
- Contact AB617CG@arb.ca.gov immediately to inform them of your decision and confirm whether you will virtually attend the meeting or not.
- Cancelling both your travel and also your virtual attendance may impact the Consultation Group meeting quorum requirements per Bagley-Keene.

B. During Travel

Please collect and keep all receipts, including the following:

- All itemized meal receipts, if applicable
- Rental car (final bill itemized)
- Gasoline expenses
- Rail and bus fares
- Hotel/lodging (final bill itemized)
- Parking and road/bridge tolls
- Taxis, shuttles, local transit (Uber or Lyft)
- Tipping is only reimbursable up to \$2.00 or 20%, whichever amount is greater. The meal, including tip, must not exceed the maximum allowed amount.²³

Ensure receipts are clear and legible. Please notify the CARB Travel Liaison *immediately* if there are any issues.

C. Post Travel

Please submit to the CARB Travel Liaison copies of all required receipts and completed [TEC](#) form (STD 262) within 7 business days after the conclusion of your trip to avoid delays with processing travel claims and reimbursement.

7. Payment Process

- **Payee Data Record (STD 204):** CARB must have a valid, completed [Payee Data Record \(STD 204\)](#) on file from each CG member seeking reimbursement.

²³ California Department of Human Resources, [Human Resources Manual 2203](#) - Allowances and Travel Reimbursements, 6.

- **Travel Expense Claim (TEC) preparation:** You are expected to complete the TEC and submit it to the CARB Travel Liaison who will review it to ensure that the reimbursement is for authorized, out-of-pocket travel expenses that are reasonably, actually, and necessarily incurred as a result of conducting State business, and to account for department-paid travel expenses.
- **Travel expenses:** These may include meals (for travel of at least 12 hours) and incidentals (for travel over a 24-hour period), lodging, transportation, personal vehicle mileage, and other actual and necessary business or travel costs incurred during official State business.
- **Less than 50-miles of a Member’s home or headquarters:** No expenses for meals, lodging, or incidentals will be allowed at any location less than 50 miles from the Consultation Group Member’s home or headquarters, as determined by the normal commute distance (the most direct travel route). Parking fees are eligible for reimbursement with dated receipt.
- **Inspect your final hotel and rental vehicle invoices** before leaving the hotel or rental car premises. Make sure that no personal hotel charges were charged to the itemized summary (e.g., room service, pantry, restaurant bills, bar tabs, movie rentals, internet services, dry cleaning, etc.), nor any personal car expenses (e.g., unauthorized car upgrade, additional car paraphernalia, etc.).
- **Receipts are required for all State travel expenses. Submit copies, PDFs, or pictures of all travel receipts** to the CARB Travel Liaison soon after the conclusion of the trip for reimbursement (e.g., **hotel, all itemized meal receipts, car rental (Enterprise), gas, train tickets, bridge tolls, parking, etc.**).
- **Store and save your original receipts for 3-7 years.** All original receipts (e.g., meals, gas, train tickets, parking, bridge/tolls, taxis) should be kept and stored by the Consultation Group member. You may need to produce them in case of an IRS review.²⁴
 - CARB advises that Consultation Group members take clear, legible, photos of their receipts for expenses such as gas and food, to allow for an easily accessed record.²⁵

8. Contact Information

Monday to Friday, 8:00 am to 4:00 pm
Email: Bronwyn.Mednick@arb.ca.gov

²⁴ [U.S. Internal Review Service. How long should I keep records? | Internal Revenue Service, 1.](#)

²⁵ California Department of Human Resources, [Human Resources Manual 2203](#) - Allowances and Travel Reimbursements, 3-4.

Emergency Contact Information (e.g., Car Accidents in Rentals and Personal Vehicles while on State Business)

All Accidents - Report the accident immediately. Notify CARB's Health and Safety Unit within 24 hours at (916) 322-3309.

- **Rental Car Accidents** - If a rental vehicle is involved, **report to the rental car agency immediately.** Do not admit fault.
- **Accidents while Traveling on Official State Business in a Personal vehicle,** report the accident to the rental car agency immediately. Do not admit fault.