

STATE CONTROLLER'S OFFICE  
PERSONNEL AND PAYROLL SERVICES DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5878

DATE: January 9, 2024

CALATERS GLOBAL LETTER #24-001

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: Lisa Dean, Acting Chief  
Personnel and Payroll Services Division**RE: INCREASED LODGING AND MEAL REIMBURSEMENT RATES**

On December 12, 2023, the Department of Human Resources (CalHR) announced ([HR Announcements \(ca.gov\)](#)) increased lodging and meal rates for all Rank & File and Excluded employees, effective January 1, 2024.

While the new rates are available in CalATERS Global, the system requires extra attention from department accounting offices (DAO). Effective with this change, CalATERS Global is configured to accept standard Lodging rates up to \$107.00 and Breakfast, Lunch, and Dinner rates up to \$13.00, \$15.00, and \$26.00, respectively. **However, the CalATERS Global system does not prevent users from using the new rates for claimed expenses occurring prior to January 1, 2024.** SCO CalATERS recommends the best practice of DAO staff auditing lodging and meal expense reimbursement claims carefully, to ensure claimed rates are applicable to the dates of travel.

**Lodging Rates**

The chart below reflects prior and current standard short-term lodging rates.

City/County	Previous Lodging Rate (through December 31, 2023)	New Maximum Lodging Rate (beginning January 1, 2024)
All Cities/Counties in California (except as noted below):	Up to \$90.00, plus tax	Up to \$107.00, plus tax
Alameda County	Up to \$140.00, plus tax	Up to \$189.00, plus tax
Edwards AFB	Up to \$120.00, plus tax	Up to \$169.00, plus tax
Los Angeles County	Up to \$120.00, plus tax	Up to \$169.00, plus tax
Marin County	Up to \$110.00, plus tax	Up to \$166.00, plus tax
Monterey County	Up to \$125.00, plus tax	Up to \$184.00, plus tax
Napa County	Up to \$95.00, plus tax	Up to \$195.00, plus tax
Orange County	Up to \$120.00, plus tax	Up to \$169.00, plus tax
Riverside County	Up to \$95.00, plus tax	Up to \$142.00, plus tax
Sacramento County	Up to \$95.00, plus tax	Up to \$145.00, plus tax
San Diego County	Up to \$125.00, plus tax	Up to \$194.00, plus tax
San Francisco County	Up to \$250.00, plus tax	Up to \$270.00, plus tax
San Mateo County	Up to \$140.00, plus tax	Up to \$222.00, plus tax
Santa Clara County	Up to \$140.00, plus tax	Up to \$245.00, plus tax
Santa Monica, City of	Up to \$150.00, plus tax	Up to \$270.00, plus tax
Ventura County (excluding Santa Monica)	Up to \$120.00, plus tax	Up to \$169.00, plus tax

### **Per Diem Rates**

The chart below reflects prior and current per diem reimbursement rates. As a reminder, any expense of \$25.00 or more requires a receipt be submitted.

<b>Per Diem Expense</b>	<b>Previous Rate (through December 31, 2023)</b>	<b>New Rate (beginning January 1, 2024)</b>
Breakfast	Up to \$7.00	Up to \$13.00
Lunch	Up to \$11.00	Up to \$15.00
Dinner	Up to \$23.00	Up to \$26.00 (\$25 or more, receipt required)
Incidentals (unchanged)	Up to \$5.00	Up to \$5.00

DAOs with questions about how CalATERS Global handles the new lodging and meal expense amounts can contact the CalATERS Help Desk at [calaters@sco.ca.gov](mailto:calaters@sco.ca.gov).

For other travel related questions, please use the following contact information: [TravelManager@calhr.ca.gov](mailto:TravelManager@calhr.ca.gov)

### **SCO Key Initiatives:**

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

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