

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

DATE: March 18, 2024 CALATERS GLOBAL LETTER #24-004

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Services Division

RE: **MEAL REIMBURSEMENT RATES – DINNER RECEIPT REQUIREMENTS**

On March 14, 2024, the Department of Human Resources (CalHR) announced ([HR Announcements \(ca.gov\)](#)) dinner meal receipts are no longer required, up to the maximum reimbursement rate, for all Rank & File and Excluded employees, effective January 1, 2024.

While the meal 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 meal rates for Breakfast, Lunch, and Dinner up to \$13.00, \$15.00, and \$26.00, respectively, and will no longer require receipts for dinners unless the claimed amount exceeds the maximum allowed amount of \$26.00. **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 meal expense reimbursement claims carefully, to ensure claimed rates are applicable to the dates of travel.

Per Diem Rates

Per Diem Expense	Previous Rate (through December 31, 2023)	New Rate (beginning January 1, 2024)
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
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.

For other travel related questions, please use the following contact information: TravelManager@calhr.ca.gov

SCO Key Initiatives:

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

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