

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: November 5, 2013

CALATERS GLOBAL LETTER #13-003

TO: All Agencies Participating in the California Automated Travel Expense  
Reimbursement System (CalATERS) - GLOBAL

FROM: LISA CROWE, Chief  
Personnel/Payroll Services Division

RE: NEW LODGING AND PER DIEM RATES FOR CDF FIREFIGHTERS (BU 8)

On October 10, 2013, the Department of Human Resources issued PML 2013-035 stating "Effective September 1, 2013, the Department of Human Resources (CalHR) updated lodging and per diem reimbursement rates for official State travel for employees represented by Bargaining Unit 8 (BU 8)."

While the new rates are available in CalATERS Global, the system has an issue that requires extra attention from users and department accounting offices. **The CalATERS Global system currently does not prevent users from using the new rates for claims in prior fiscal years.** This limitation allows users to enter new higher lodging and per diem rates for travel in prior fiscal years. We are working with our system vendor on a solution to these issues. Until a solution is implemented, department accounting offices are reminded to audit each expense form, paying extra attention to **prior-year** travel dates and the applicable per diem rates, lodging rate, and the city/county selected.

### Lodging Rates

The chart below reflects prior and current short-term lodging rates for CDF Firefighters (BU 8).

City/County	Previous Receipted Rate (through August 31, 2013)	New Receipted Rate (September 1, 2013 – June 30, 2016)
All Cities/Counties in California (except as noted below):	Up to \$84.00, plus tax	Up to \$90.00, plus tax
Alameda County	Up to \$140.00, plus tax	Up to \$125.00, plus tax
Edwards AFB		Up to \$120.00, plus tax
Los Angeles County	Up to \$110.00, plus tax	Up to \$120.00, plus tax
Monterey County		Up to \$125.00, plus tax
Napa County		Up to \$95.00, plus tax
Orange County		Up to \$120.00, plus tax
Riverside County		Up to \$95.00, plus tax
Sacramento County		Up to \$95.00, plus tax
San Diego County	Up to \$110.00, plus tax	Up to \$125.00, plus tax
San Francisco County	Up to \$140.00, plus tax	Up to \$150.00, plus tax
San Mateo County	Up to \$140.00, plus tax	Up to \$125.00, plus tax
Santa Clara County	Up to \$140.00, plus tax	Up to \$125.00, plus tax

Santa Monica, City of		Up to \$150.00, plus tax
Ventura County		Up to \$120.00, plus tax

**Per Diem Rates**

The chart below reflects prior and current per diem reimbursement rates for CDF Firefighters (BU 8).

<b>Per Diem Expense</b>	<b>Previous Rate (through August 31, 2013)</b>	<b>New Rate (September 1, 2013 – June 30, 2016)</b>
Breakfast	Up to \$6.00	Up to \$7.00
Lunch	Up to \$10.00	Up to \$11.00
Dinner	Up to \$18.00	Up to \$23.00
Incidentals	Up to \$6.00	Up to \$5.00

If you have questions, please contact the CalATERS Help Desk and refer to this CalATERS Letter.

LC:lr