

Service and Wage Replacement Stipend

Request Type

Child Care: You may submit a request to cover cost of child care services which allow you to attend Early Childhood Policy Council meetings. Please list the total cost amount, and hours in which the service was provided. Please attach a receipt, invoice, letter or form of documentation which would enable verification of this service taking place.

Wage Replacement: You may submit a request for lost wages incurred during the time at which you attended an Early Childhood Policy Council meeting. Please list the total cost amount, an hourly rate and timespan. *For example, 3 hours @ \$20.00 per hour (9am-12pm).* Please provide verification of employment and wages by attaching a copy of your paystub or a signed letter from your employer.

Substitute: You may submit a request to cover cost of hiring a substitute which allows you to attend Early Childhood Policy Council meetings. Please list the total cost amount, and hours in which the service was provided. Please attach a receipt, invoice or signed letter which would enable verification of this service taking place.

Other: Requests may be submitted to cover additional costs associated with enabling council and committee members to attend Early Childhood Policy Council meetings. For example, if you are a caretaker for an elderly family member and need to arrange for someone to provide care in your absence. Please attach a receipt, invoice, letter or form of documentation which would enable verification of this service taking place.

Important Note: Please contact ECPC coordinator, Chelsea Rau, if you have questions regarding service and wage replacement stipend requests and submission of forms and materials.

State of California Travel Reimbursement

California Health and Human Services Agency

Travel Less than 24 Hours

Breakfast: You may claim breakfast if travel begins at or before 6:00 a.m. and ends at or after 9:00 a.m.

Lunch: No lunch or incidentals may be claimed on travel of less than 24 hours. *Exception: Members of non-salaried board, commissions and committees when attending board commission, and committee meetings.*

Dinner: You may claim dinner if travel begins at or before 4:00 p.m. and ends at or after 7:00 p.m.

*Important Note: All meal reimbursements for travel less than 24 hours are considered **taxable and reportable income** unless travel requires an overnight stay.*

Travel More than 24 Hours

On the **first day** of travel over 24 hours:

- If travel begins at or before 6:00 a.m., breakfast may be claimed.
- If travel begins at or before 11:00 a.m., lunch may be claimed.
- If travel begins at or before 5:00 p.m., dinner may be claimed.

At the **end** of travel over 24 hours:

- If travel ends at or after 8:00 a.m., breakfast may be claimed.
- If travel ends at or after 2:00 p.m., lunch may be claimed.
- If travel ends at or after 7:00 p.m., dinner may be claimed.

Important Note: Whenever overnight lodging becomes necessary, the non-represented traveler must present a receipt for reimbursement. There are no exceptions to this requirement. If lodging receipts are not submitted, reimbursement will be for meals only at the rates and time frames set forth in DPA rule 599.619. Please note, there is no reimbursement for breakfast when the lodging establishment offers a full complimentary breakfast.

Required Receipts

- Bridge and road tolls, taxi, rideshare, shuttle, and parking fees of **\$10.00 or more**.
- **Airport parking**- the economy airport parking rate will be reimbursed (\$10 per day).
- **Lodging receipts**- maximum state allowance is \$95.00 plus tax for Sacramento County.
 - Lodging receipts from third party services or internet services such as Expedia are not acceptable, therefore, do not make lodging accommodations through third party services.
 - Lodging receipts must be itemized.
 - Lodging receipts must be on the lodging establishment's letterhead showing site location address.
 - Lodging receipts must reflect a zero (\$0) balance due.
 - Note: Early check-out receipts may not reflect zero balance owed.

Important Note: Please keep all receipts for meals and incidental expenses for your records. The state does not require you to submit receipts for meals and incidental expenses, but the state will reimburse only the actual cost, not to exceed the maximum allowance, for each meal and incidental expense: Breakfast up to \$7.00; Lunch up to \$11.00; Dinner up to \$23.00; and incidentals up to \$5.00 per 24- hour period.

General

The State of California requires that all travel and per diem costs be documented and kept to a minimum.

Travel Costs

Use of privately owned automobile on official state business shall be reimbursed at the rate of **\$0.575** per mile. Travel must be by the least expensive means. All air travel reservations must be made by California Health and Human Services (CHHS) Agency staff. Airfare that is booked by anyone other than CHHS staff is not reimbursable.

Per Diem Allowance

Reimbursement shall be for **actual expenses**, subject to the following maximum rates:

Breakfast- \$7.00 *(No reimbursement for breakfast when lodging includes full complimentary breakfast.)*

Lunch- \$11.00

Dinner- \$23.00

Incidentals- \$5.00 *(Can only be claimed after the first 24 hours, and again every 24 hours following.)*

Lodging

- \$90.00 (plus tax) All counties/cities located in California (except as noted below)
- \$95.00 (plus tax) Napa, Riverside, and Sacramento Counties
- \$110.00 (plus tax) Marin County
- \$120.00 (plus tax) Los Angeles, Orange, Ventura Counties and Edwards AFB (excluding the City of Santa Monica)
- \$125.00 (plus tax) San Diego and Monterey Counties
- \$140.00 (plus tax) Alameda, San Mateo, and Santa Clara Counties
- \$250.00 (plus tax) San Francisco County and the City of Santa Monica

Rental Car- \$36.06 (plus tax) fuel charges on rental are not reimbursed. You must purchase gasoline separately.

Important Note: Receipt from lodging establishment is required and must reflect a zero (\$0) balance due. Lodging receipts from internet services such as Expedia are not acceptable.

Business Expense

Business expenses consisting of charges for state business telephone calls (listed telephone number required) and other charges necessary to the completion of official state business are reimbursable with a receipt or voucher.

Travel Claims

Travel claims indicating individual's times of departure and return, travel destinations, and amounts claimed will support subsistence allowance claims. Commercial transportation fares (e.g. bridge and road tolls, taxi, shuttle, parking, etc.) exceeding \$10.00 and business expenses exceeding \$5.00 per day are only reimbursable with receipts.

Please submit the following package promptly after each meeting:

- Completed Travel Stipend Request Form. Please list travel expenses to be reimbursed on this form.
- Appropriate receipts (e.g. parking, lodging, transportation, etc.)
- Completed STD 204- Payee Data Record
- Signed BLANK TEC form