

## Travel & Per Diem

### Definition

All travel expenses must adhere to current California Department of Human Resources (CalHR) [travel reimbursements guidelines](#), which apply to contractors as well as subcontractors.

### Contract-Approved Travel

- Any travel already approved in the contract is allowable and does not need pre-approval.
- No proration is necessary for contract-required trainings, conferences or meetings.

### When Pre-Approval is Required

Written pre-approval by your program analyst is necessary in the following situations:

- Before all travel not already approved in the contract
- For staff not listed in the contract
- For conferences where CalFresh Outreach content is less than 100% of the conference schedule
- For lodging rates exceeding CalHR travel reimbursements guidelines
  - Complete an Excess Lodging Rate Approval Request Form [STD 255C](#) and email a copy to your program analyst

Expenses exceeding CalHR guidelines, not pre-approved in writing by the program analyst, are capped at the maximum CalHR allowable amounts.

For out-of-state travel, must be one of the following (rarely approved):

- USDA required
- A staff person must be receiving an award or recognition for CalFresh Outreach efforts
- A staff person is a guest, keynote speaker, or presenter on the topic of CalFresh Outreach

Out of state travel to simply attend a conference or event is not allowed. If any of the above criteria are met, the proration guidelines must be used regarding the FTE and the percent of the agenda that covers CalFresh.

### Obtaining Pre-Approval

When requesting pre-approval for a travel expense not previously approved in your contract, send the following in an e-mail to your program analyst 30 days prior to the travel:

- The name(s), title(s) and %FTE(s) of the staff who will travel
- The name of, or a description of, the event to be attended
- An explanation how the event relates to CalFresh Outreach and fulfilling your Scope of Work

- A copy of the event agenda or link to a web-posting of the event agenda
- The total projected cost of the event
- Date(s) of the event
- A statement that there are funds available in your Travel and Per Diem budget to cover anticipated expenses.

## When to Prorate

- All trainings, conferences or meetings not contract-required involve proration:
  - A meeting agenda must be submitted to the program analyst
  - The program analyst will determine the percentage of the meeting devoted to CalFresh Outreach
  - Total allowable travel expenses will be prorated by **both** the percent FTE of the attendee and the percentage of CalFresh Outreach content attributable to the meeting.

## Example:

A 50% FTE project coordinator will be attending a workshop on Children’s Health and CalFresh. The program analyst determines that CalFresh Outreach-related content is 50%. Total expenses for the trip are \$400. The reimbursable amount would be \$100 (\$400 x 50% FTE x 50% program content).

## Documenting Travel

You and your subcontractors must create and maintain a travel log, available for review by CDSS, for each staff person that is traveling. The documentation must include:

- Name and title of the person traveling
- Date(s) of travel
- Start and end time of travel (determines qualified meals and incidentals)
- Purpose and location of the trip
- Meeting agenda
- Mileage log (a Google map can suffice)
- Any receipts associated with the trip (e.g. airline, hotel, parking, gas, etc.).

For a sample method of documenting travel, see the [Sample Travel Expense Claim](#).