

2025 ELIGIBLE TRAVEL COSTS

To ensure costs are reimbursed, please follow the guidelines listed below. Please save receipts for all expenses incurred.

General Information:

- Required documents include the Travel Expense Claim (TEC) Form (SO-27), Payee Data Record (STD 204), Oath of Allegiance (STD 689), and Establishment of Headquarters (SO-24).
 - The Payee Data Record (STD 204) is not required if it has been submitted previously and no changes are necessary.
- Submit completed forms along with receipts to: grants@cdfa.ca.gov. Do not submit documents to Financial Services.
- Maintain a copy of all documents and receipts for personal records.
- Acceptable receipts include original, itemized, invoice on preprinted billhead; a copy of a canceled check, front and back; or a copy of a bank statement.

Hotel costs:

- Available for Technical Review Committee (TRC) members residing more than 50 miles away from Sacramento, CA.
- Reimbursement available up to the California state rate of \$150 per night plus tax for Sacramento County.
- Receipt required reflecting a \$0 balance.

Meals and incidentals:

- Breakfast: \$16 maximum.
- Lunch: \$19 maximum. May be claimed unless provided by CDFA on the day of the TRC meeting.
- Dinner: \$28 maximum.
- Incidentals \$5 maximum.

Transportation:

- Travelers using a commercial airline should use the most economical option available. Receipt that lists price and payment. is required and must include airfare itinerary or receipt. Southwest Airlines is the preferred carrier for all domestic travel.
- When parking at any airport, individuals must park in the (economy lot). A justification must be provided in the "Notes" section of the TEC if a more expensive lot is utilized. If the justification is not approved, reimbursement will only be provided in the amount of the less expensive lot.
- Vehicle rental: \$40.54 daily max., excluding fuel costs: Receipt required.
 - Vehicles should be compact, economy, intermediate, or mid-size.
 - Fuel cost for rental vehicle: Itemized receipt required indicating actual expenses incurred and indicated price per gallon.
- Personal vehicle mileage: \$0.67 per mile; car license plate number required.
 - Must also fill out and submit a mileage log.
 - Must submit an Authorization to Use Privately Owned Vehicles on State Business (STD 261).

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- Tolls: Receipt required when costs exceed \$10.
- Parking: No receipt required for costs less than \$10. Amounts over \$10 require a receipt.
 - Day of parking is available at \$8 CASH ONLY. Debit/credit cards are NOT accepted.
 - Address: 1214 17th Street, Sacramento, CA 95814 in the Staff Parking lot.
- Amtrak: Ticket/receipt that lists price.
- Taxi, Uber/Lyft, Shuttle, etc.: Itemized receipt that lists amount paid, ride class, origin location, drop off-location, and purpose of trip.
 - Tip may be provided up to \$2.00 or 20% whichever is greater.

**For questions, please contact the Office of Grants Administration
at (916) 657-3231 or grants@cdfa.ca.gov**