**Travel Reimbursement Policy (CALBHBC)**

Requests for reimbursement of expenses closely follow the policies and procedures of the State of California.

1. **Timeline –** Expense reimbursement requests accompanied by completed/signed form and receipts will be processed in approximately one week. All expense reimbursement requests should be submitted no later than 30 days.
2. **Best Price/Performance** – Reimbursement for transportation expenses will be based on the method of transportation that is in the best interest of California Association of Local Behavioral Health Boards and Commissions “The Association”, considering both direct expense and the individual's time.

*If an individual chooses and is authorized to use a method of transportation that is:*

1. Not the least costly,
2. Not the typical method of getting from one location to the other, or
3. Not "in the best interest of The Association,"

In this case, a cost comparison will be prepared and the individual shall be reimbursed only the amount that would have been reimbursed had they traveled using the least costly method.

Mileage/Car Rental: It may be less expensive to rent a car, fly or take a train than to charge mileage (especially for long trips). The Association does not reimburse for car insurance. In the case of car rental, the association will reimburse for gas (calculation can be found at [www.mapquest.com](http://www.mapquest.com) ).

1. **Meal Reimbursement Amounts** are based on the third tier of [the 2024 U.S. General Services Administration](https://www.gsa.gov/travel/plan-and-book/per-diem-rates/mie-breakdowns) (listed below).  In the event of an audit, individuals may be asked to produce receipts.
* Breakfast:   $16
* Lunch:         $17
* Dinner:        $31
* Incidentals: $5 (Receipt required.)

Individuals may not claim meals provided by The Association, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals. No meal expense may be claimed or reimbursed more than once in any given 24-hour period. Individuals may not claim lunch or incidentals on one-day trips.

For travel lasting 24 hours or more, individuals may claim meals (as noted above), based on the following timeframes:

### **First day of travel:**

* Trip begins at or before 6 am - Breakfast may be claimed
* Trip begins at or before 11 am - Lunch may be claimed
* Trip begins at or before 5 pm - Dinner may be claimed

### **Continuing after 24 hours:**

* Trip ends at or after 8 am - Breakfast may be claimed
* Trip ends at or after 2 pm - Lunch may be claimed
* Trip ends at or after 7 pm - Dinner may be claimed

For travel lasting less than 24 hours, individuals may claim breakfast and/or dinner (as noted above), based on the following timeframes:

### **Fractional day of travel:**

* Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
* Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed
1. **Travel Advances –** Those requiring money in advance of travel should submit “Request for Travel Advance” form at least two weeks prior to the travel.