

Travel Provisions

PIA APPROVED TRAVEL

Pursuant to the travel reimbursement provisions, paragraph 21 of the General Provisions, reimbursement shall be subject to the following.

I. Per Diem Expenses

Contractor’s travel status for less than 24-hour period and less than 31 consecutive days may claim per diem for each 24 hours of travel **if approved in writing, prior to travel by the PIA contract manager** and provided for in Scope of Work and Payment Provisions herein. All travel will be invoiced separately and include the contract number. In computing reimbursement for continuous travel of less than 24 hours, actual expense, up to the maximums listed below, will be reimbursed in accordance with the following time frames:

1. On the fractional day of travel at the beginning of a trip of 24 hours or more:

Trip begins at or before 6 a.m.	Breakfast may be claimed on the first day.
Trip begins at or before 11 a.m.	Lunch may be claimed on the first day.
Trip begins at or before 4 p.m.	Dinner may be claimed on the first day.

2. On the fractional day of travel at the end of a trip of more than 24 hours:

Trip ends at or after 9 a.m.	Breakfast may be claimed.
Trip ends at or after 2 p.m.	Lunch may be claimed.
Trip ends at or after 7 p.m.	Dinner may be claimed.

3. Reimbursement shall be for actual expenses up to, the following maximum rates when written approval and actual receipts are attached with to contractor’s invoice. *If receipts are not submitted, travel expenses will not be reimbursed.*

4. Fractional day trip of less than 24 hours:

Trip must begin at or before 6 AM and end at or after 9 AM in order to claim breakfast.
Trip must begin at or before 4 PM and end at or after 7 PM in order to claim dinner.
No lunch or incidentals may be claimed.

- 5 **Meals:** PIA will reimburse for meals with receipts up to these maximums.

Breakfast	Actual up to \$6.00	Receipts should be kept for documentation. Incidentals may be claimed after the first 24-hours of approved travel.
Lunch	Actual up to \$10.00	
Dinner	Actual up to \$18.00	
Incidentals	Actual up to \$6.00	

6. **Lodging:** PIA will reimburse for lodging with receipts up to these maximums only.

Statewide	Actual up to \$84.00 plus tax per night.
Counties: Los Angeles and San Diego	Actual up to \$110 plus tax per night.
Counties: Alameda, San Francisco, San Mateo and Santa Clara	Actual up to \$140 plus tax per night.

If the fractional day includes an overnight stay, receipted lodging, up to the allowed maximum, may be claimed. No meal or lodging expense may be claimed or reimbursed more than once on any given date or during any 24-hour period.

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II. Mileage Reimbursement

Reimbursement for personal vehicle mileage is current state rate (see Budget Detail and Payment Provisions) per mile.

III. Vehicle Rental

Reimbursement for the actual and necessary costs of vehicle rental shall be the lowest rate available for Standard class rental. Claims for reimbursements shall be allowed upon submittal of the appropriate receipt when attached with prior written approval by PIA contract manager to contractor's invoice.