Program Summary
The Non-Congregate Sheltering for California Healthcare Workers Program provides hotel rooms to frontline health care workers who are exposed to or test positive for COVID-19. By providing hotel rooms in close proximity to medical facilities, health care workers avoid potentially spreading the virus once leaving their shift by selecting to stay at pre-identified hotel rooms that are provided at no charge or at a discounted rate.

This Program is also available for the health care workers hired through the California Health Corps.

Eligibility
To be eligible to participate in this Program, participants must:

- Work at a health care facility in California
- Have possible exposure to patients or individuals who may have COVID-19 documented by a state or county public health official or medical professional
- Not have the ability to self-isolate or quarantine at home

How to Book a Room
Call the CalTravelStore at 877-454-8785

- Please be prepared to provide the following information:
  - County of employment
  - Medical Facility of employment
  - Job Title
- At check-in participants will need to provide:
  - A personal credit card for any incidentals
  - Employee identification
- Room reservations will be provided based on proximity and availability.

Learn More about COVID-19 Response:
Visit https://covid19.ca.gov/
CALIFORNIA STATE SHORT TERM TRAVEL REIMBURSEMENT PROGRAM

CONDITIONS OF TRAVEL
Each State agency determines the necessity for and the method of employee business travel. Reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home and headquarters. Authority to approve exceptions was delegated to appointing powers as follows:

- To the Travel Coordinator.
- To the employee uses a good, moderately priced vehicle, at or before 2:00 p.m.
- To the employee uses a good, moderately priced vehicle, at or after 8:00 a.m.
- To the employee uses a good, moderately priced vehicle, at or before 6:00 a.m.
- To the employee uses a good, moderately priced vehicle, at or after 7:00 p.m.
- To the employee uses a good, moderately priced vehicle, at or after 2:00 p.m.
- To the employee uses a good, moderately priced vehicle, at or after 4:00 p.m.
- To the employee uses a good, moderately priced vehicle, at or after 7:00 p.m.
- To the employee uses a good, moderately priced vehicle, at or after 2:00 p.m.
- To the employee uses a good, moderately priced vehicle, at or after 4:00 p.m.
- To the employee uses a good, moderately priced vehicle, at or after 7:00 p.m.

Note (1): Incidental rates can only be claimed for fees and tips given to porters, baggage carriers, & hotel staff. Tips for meals or transportation are NOT reimbursable.

Note (2): It is YOUR responsibility to retain all meal receipts for audit by the state or the IRS if asked.

TIME FRAMES FOR ALL EMPLOYEES
FIRST DAY — TRIP OF MORE THAN 24 HOURS
Trip begins at or before 6:00 a.m. may claim breakfast
Trip begins at or before 11:00 a.m. may claim lunch
Trip begins at or before 5:00 p.m. may claim dinner

FRACTIONAL DAY — AFTER 24 HOURS OF TRAVEL
Trip ends at or after 8:00 a.m. may claim breakfast
Trip ends at or after 2:00 p.m. may claim lunch
Trip ends at or after 7:00 p.m. may claim dinner

FRACTIONAL DAY — TRIP OF LESS THAN 24 HOURS
TRAVEL CLAIMS
When the employee travels to and/or from a common carrier terminal in a private vehicle and the vehicle is not parked at the terminal during the period of absence, the employee may claim double the number of miles for each day between the terminal and the employee’s headquarters or residence, whichever is less. Exception to “whichever is less:” If the employee begins travel at least one hour before, or ends travel at least one hour after his/her regularly scheduled work day or travels on a regularly scheduled day off, mileage may be computed from his/her residence.

The original CalATERS Transmittal/Expense Detail pages signed by the supervisor and original receipts should be submitted to the Travel Coordinator at least monthly. List all travel, including department paid airfare and car rental. Include a MapQuest/Google Maps for any mileage being claimed, and any other supporting documentation.

OUT-OF-STATE TRAVEL
Lodging w/receipt: actual expense (subject to department approval)
Meals/Incidentals: same rates/requirements as in-state reimbursements.

MILEAGE REIMBURSEMENT/RATES
All privately owned vehicle mileage driven on State business is subject to advance approval by the appointing authority. STD. 261 form (Authorization to use Privately Owned Vehicle) must be on file with the manager and Human Resource Office and completed annually. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

Automobile (all employees) $0.575 per mile

Per the Bargaining Unit contract, when an employee is required to report to an alternative work location, the employee may be reimbursed for the number of miles driven in EXCESS of his/her normal commute to and from his/her assigned headquarters. Expenses arising from travel between home or garage and headquarters shall not be allowed regardless of the employee’s normal mode of transportation. If travel begins and ends at headquarters, then reimbursement from headquarters to the destination and back is allowed.

MILEAGE TO/FROM A COMMON CARRIER
When the employee travels to and/or from a common carrier terminal in a private vehicle and the vehicle is not parked at the terminal during the period of absence, the employee may claim double the number of miles for each day between the terminal and the employee’s headquarters or residence, whichever is less. Exception to “whichever is less:” If the employee begins travel at least one hour before, or ends travel at least one hour after his/her regularly scheduled work day or travels on a regularly scheduled day off, mileage may be computed from his/her residence.

TRAVEL CLAIMS
The original CalATERS Transmittal/Expense Detail pages signed by the supervisor and original receipts should be submitted to the Travel Coordinator at least monthly. List all travel, including department paid airfare and car rental. Include a MapQuest/Google Maps for any mileage being claimed, and any other supporting documentation.

Lodging w/receipt: actual expense (subject to department approval)
Meals/Incidentals: same rates/requirements as in-state reimbursements.

EXCESS LODGING
If lodging cannot be obtained for the allowable rates, an EXCESS LODGING RATE REQUEST STD Form 255C must be submitted along with sufficient justification, 3 hotels quotes, signed by the supervisor prior to the trip (CalTravelStore can provide quotes). If over $250.00, must also be sent to CAL HR for approval at least 10 days prior to trip.

<table>
<thead>
<tr>
<th>COUNTIES</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riverside, Sacramento, Napa</td>
<td>$95.00 plus tax</td>
</tr>
<tr>
<td>Marin</td>
<td>$110.00 plus tax</td>
</tr>
<tr>
<td>Los Angeles, Orange, Ventura, Edwards AFB</td>
<td>$120.00 plus tax</td>
</tr>
<tr>
<td>Monterey, San Diego</td>
<td>$125.00 plus tax</td>
</tr>
<tr>
<td>San Mateo, Santa Clara, Alameda</td>
<td>$140.00 plus tax</td>
</tr>
<tr>
<td>City of Santa Monica</td>
<td>$150.00 plus tax</td>
</tr>
<tr>
<td>San Francisco</td>
<td>$250.00 plus tax</td>
</tr>
<tr>
<td>All other counties</td>
<td>$90.00 plus tax</td>
</tr>
</tbody>
</table>
TRANSPORTATION
Reimbursement for transportation expenses will be only for the method of transportation that is in the best interest, least costly for the State considering both direct expense and the employee’s time away from the office. When an employee chooses, and a manager approves a method of transportation that is more costly than the normal method of travel, (use personal vehicle instead of State, rental car, or commercial airlines) reimbursement will be the lower amount.

AIRLINE TRAVEL
Book air travel through Concur/Caltravestore at http://www.caltravelstore.com. When choosing Southwest, use the cheaper nonrefundable fares. Only Southwest does not charge for changing or cancelling a flight. To make changes/cancel a flight you must call Caltravelstore at (877)454-8785 at least one hour before the flight to receive a credit for future use. Use nonrefundable fares on other airlines when changes/cancellations are not likely. Parking will be reimbursed at the economy lot rate only.

RENTAL VEHICLES
Enterprise Rent-A-Car is the primary vendor for providing rental vehicles to state employees on official business. the secondary vendor National Car Rental. Car rental reservations can be made through Concur/Caltravestore at http://www.caltravelstore.com. The traveler is responsible for adhering to all rental contract policies. Use State cars or airport shuttles whenever possible. Rental vehicles are appropriate when it is necessary to have the use of a vehicle while on travel status in order to conduct State business and there are no State cars available at the location to which you travel. Only Compact or Intermediate car rentals are allowed for contracted state rates of $36.06 daily. Renting larger/other than State rate vehicles requires advance approval and a Short Term Vehicle Justification form, https://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam100.pdf

GAS PURCHASE POLICY
To be reimbursed, submit a copy of the car rental agreement, final receipt, and original gasoline receipts. Fuel receipts must include the amount paid, quantity of fuel purchased, date, and business name. (pre-paid fuel receipts are not allowed). ATM fees charged by fueling stations are not reimbursable. (SCO)

RECEIPTS/TRAVEL AGENCY/LIAISON/MISC.
Receipts shall be submitted for every item of expense of $25.00 or more. When receipts are not required to be submitted with a claim, it is the employees’ responsibility to maintain receipts/records of their actual expenses. Receipts must be made available upon request to the department, state control agency and/or IRS.
Receipts are required for each item of expense for street car, ferry fares, bridge and road tolls, local transit, taxi (Uber/Lyft), shuttle or hotel bus and parking over $10.00; business phone calls over $5.00; ALL gas for rental vehicles, and ALL lodging – regardless of the amount.

TRAVEL HINTS:
- Going on vacation? Have fun. But turn the State charged rental car in and rent one in your own name. State charged rentals are for business travel only. It is not ok to extend business rental agreements for personal use and pay the difference.
- If you lock the keys in a vehicle, YOU pay the locksmith! (Thank goodness, you’re a member of a road service)!
- Parking tickets? Tow away charges? They are YOUR responsibility. You are not exempt from obeying traffic laws and parking limits, etc. while you are conducting State business.
- Receipts should be kept regardless of if they are required or not. You may be asked to provide proof of a claimed item.

STATE OF CALIFORNIA SHORT TERM TRAVEL EXPENSE REIMBURSEMENT PROGRAM SUMMARY
ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES
FOR ALL EMPLOYEES

Rates, timeframes and requirements in this pamphlet are applicable to all represented and excluded employees except as noted.

Additional details applicable to the travel reimbursement program may be found in the Bargaining Agreements, CalHR rules, SAM (Section 700), and in EMSA’s department policies and procedures (under development).

This pamphlet is intended as a guide and overview only.

For travel information not contained in this pamphlet, contact Lisa Dattolico, EMSA Travel Coordinator at 916-431-3686

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