

# Travel Reimbursement FAQ

## Will I receive lodging and reimbursement?

If you are travelling more than 50 miles from your residence, lodging and travel reimbursement will be provided by CA Health Corps. We ask for a minimum of three shifts at one facility to reserve lodging.

Please email [cahealthcorps@emsa.ca.gov](mailto:cahealthcorps@emsa.ca.gov) to request lodging if you meet the distance requirements. **Note:** Please do **NOT** book your own lodging. You must go through a CA Health Corps liaison. For more information on how to request lodging, please see [How to Request Lodging.pdf](#).

To submit for reimbursement will need to complete a travel claim form with your original receipts. You will receive this reimbursement within 4-8 weeks.

## How do I submit reimbursement?

Complete a [travel expense claim](#) form and scan all of your original receipts. Send a combined PDF file to [cahealthcorps@emsa.ca.gov](mailto:cahealthcorps@emsa.ca.gov).

*If you prefer to mail the form with your original receipts, please send to the following address:*

**Emergency Medical Services Authority  
10901 Gold Center Drive, Suite 400  
Rancho Cordova, CA 95670  
Attention: Travel Coordinator**

## What is the per diem for meals when I travel to a facility?

### MEALS AND INCIDENTALS (each 24 hour period)

Breakfast - actual cost up to:	\$7.00
Lunch - actual cost up to:	\$11.00
Dinner - actual cost up to:	\$23.00
Incidentals - actual cost up to:	\$5.00

**Note (1):** Incidentals can only be claimed for fees and tips given to porters, baggage carriers, & hotel staff. (Tips for meals or transportation are NOT reimbursable). Incidentals can only be claimed AFTER 24 hours. **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 – TRIP OF LESS THAN 24 HOURS

- Trip MUST begin at or before 6:00 a.m. AND end at or after 9:00 a.m. to claim breakfast.
- Trip MUST begin at or before 4:00 p.m. AND end at or after 7:00 p.m. to claim dinner.

**NO LUNCH OR INCIDENTALS MAY BE CLAIMED FOR PERIODS LESS THAN 24 HOURS. If there is no overnight stay, these meals are taxable.**

**Note:** You **CANNOT** claim per diem if the facility is less than 50 miles from your residence.

***If you still have additional questions you can email the CA Health Corps team at [cahealthcorps@emsa.ca.gov](mailto:cahealthcorps@emsa.ca.gov).***