

**Judicial Council's Travel and Expense Reimbursement Guidelines
(Contractors)**

Effective for travel on or after January 1, 2024

(Updated March 1, 2024)

1. At Judicial Council's sole discretion, and **only if expressly specified by the Judicial Council in a Service Work Order and so agreed to by Contractor prior to performance of the Work**, the Judicial Council shall reimburse Contractor for actual and reasonable transportation, meals, and lodging expenses actually incurred by Contractor's and its Subcontractors' employees when actually incurred in the course of their performance of the Work, but subject to the following:

1.1 If transportation is authorized, the Judicial Council will reimburse Contractor only at the actual cost incurred for tickets for air, rail, bus, rental car, or other forms of public transportation. The lowest cost ticket available must be purchased. Receipts are required for rental cars and air travel. For ticketless travel, the traveler's itinerary may be submitted in lieu of a receipt.

A. All air transportation is limited to coach fares and must be booked a minimum of fourteen (14) Business Days prior to travel unless the Project Manager agrees in writing to a shorter period.

B. The actual costs of cab fare, public parking, and tolls are reimbursable. Receipts are required for all expenses of \$3.50 or more.

C. If private vehicle ground transportation expense is authorized, the Judicial Council will reimburse Contractor at the then published Federal mileage cents per mile, pursuant to <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

1.2 If overnight lodging is authorized, the Judicial Council will reimburse Contractor only at the actual cost incurred, up to the maximum daily amounts listed below. Receipts are required and each day of lodging claimed must be listed separately. Actual lodging cost per night, not to exceed the following rates supported by a zero-balance receipt, plus applicable tax (if not waived by the lodging establishment):

A. In-State - The Judicial Council will reimburse Contractor only for hotel room rental at the actual cost, but not to exceed the following:

(1)	Alameda County	\$189/day*
(2)	City of Santa Monica	\$270/day*
(3)	Los Angeles County	\$169/day*
(4)	Marin County	\$166/day*
(5)	Monterey County	\$184/day*
(6)	Napa County	\$195/day*
(7)	Orange County	\$169/day*
(8)	Riverside County	\$142/day*
(9)	Sacramento County	\$145/day*
(10)	San Diego County	\$194/day*
(11)	San Francisco County	\$270/day*
(12)	San Mateo County	\$222/day*
(13)	Santa Clara County	\$245/day*
(14)	Ventura County (excluding the city of Santa Monica)	\$169/day*
(15)	All other counties (remain at the previous rate)	\$110/day*

(*) Actual cost plus occupancy tax and/or energy surcharge

- B.** Out-of-State – The Judicial Council will reimburse Contractor only for hotel room rental at the actual cost up to the federal lodging rate, plus occupancy tax and/or energy surcharge. The U.S. Department of State Standardized Regulations (federal) lodging rates are accessible on the internet at <http://www.gsa.gov/portal/category/100000>. (Click on “Per Diem Rates” under the TRAVEL pull-down menu;
- C.** Meals and Incidentals – The Judicial Council will reimburse Contractor only for the actual cost per day not to exceed the following maximum amounts per person per day:
- | | |
|-------------------------------|-------------------|
| (1) Breakfast | up to \$13.00/day |
| (2) Lunch | up to \$15.00/day |
| (3) Dinner | up to \$26.00/day |
| (4) Incidentals | up to \$5.00/day |
| Total Daily Maximum Allowance | \$59.00/day |

Actual expenses up to the above limits are reimbursable as follows:

Trips less than 24 hours:	
Trip begins at or before 7 AM and ends at or after 10 AM	Breakfast may be claimed
Trip begins at or before 4 PM and ends at or after 7 PM	Dinner may be claimed
*For trips less than 24 hours, lunch or incidentals may not be claimed. If there is no overnight stay, meals claimed are taxable.	
Trips of 24 hours or more:	
<i>First day of travel</i>	
Trip begins at or before 7 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
<i>Continuing after 24 hours</i>	
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

- A.** Reimbursement for Travel and Living Expenses is subject to the provisions of and must be charged in accordance with the Judicial Council’s Guidelines for Travel and Living Expenses.
- B.** The Judicial Council is not obligated to pay for, and Contractor shall not invoice for any hours of non-production Work expended by the Contractor or its Subcontractors’ employees that are spent traveling to or from the location where the Service(s) are performed.
- C.** Travel and Living Expenses shall be billed to the Judicial Council at Contractor’s actual cost, including any discounts or rebates accorded to Contractor or its Subcontractors, and are not subject to any markup, fee, or other charge.
- D.** Notwithstanding the preceding, Contractor shall be required to ensure its workers are paid, and Judicial Council shall reimburse Contractor to the extent applicable for, all travel and/or subsistence payments pursuant to Labor Code sections 1773.1 and 1773.9 or as otherwise required by the Prevailing Wage laws.

END OF GUIDELINES