

**Judicial Council’s Travel and Expense Reimbursement Guidelines
(Contractors)
Effective for travel on or after January 1, 2025**

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, lodging, and meal and incidental expenses (M&IE) 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:

| County | Federal Fiscal Year 2025 ¹ | | | | | | | | |
|---|---------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| All counties except those listed below | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 |
| Alameda | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 |
| City of Santa Monica | \$273 | \$273 | \$273 | \$273 | \$273 | \$273 | \$273 | \$273 | \$273 |
| Contra Costa | \$147 | \$147 | \$147 | \$147 | \$147 | \$147 | \$147 | \$147 | \$147 |
| El Dorado | \$247 | \$247 | \$247 | \$143 | \$143 | \$171 | \$171 | \$171 | \$141 |
| Fresno | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 |
| Humboldt | \$125 | \$125 | \$125 | \$125 | \$125 | \$172 | \$172 | \$172 | \$125 |
| Inyo / NAWA China Lake | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 |
| Kern | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 |
| Los Angeles / Orange / Ventura / Edwards AFB (excluding the City of Santa Monica) | \$191 | \$191 | \$191 | \$191 | \$191 | \$191 | \$191 | \$191 | \$191 |
| Madera | \$135 | \$135 | \$135 | \$135 | \$135 | \$135 | \$135 | \$135 | \$135 |
| Marin | \$153 | \$153 | \$153 | \$153 | \$153 | \$175 | \$175 | \$175 | \$175 |
| Mariposa | \$203 | \$203 | \$203 | \$203 | \$181 | \$181 | \$181 | \$181 | \$181 |
| Mendocino | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 | \$129 |

¹ Actual cost plus occupancy tax and/or energy surcharge

| County | Federal Fiscal Year 2025 ¹ | | | | | | | | |
|-----------------|---------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| Mono | \$195 | \$195 | \$195 | \$139 | \$139 | \$139 | \$139 | \$139 | \$139 |
| Monterey | \$191 | \$199 | \$199 | \$199 | \$199 | \$199 | \$279 | \$279 | \$191 |
| Napa | \$172 | \$246 | \$246 | \$246 | \$246 | \$246 | \$246 | \$246 | \$246 |
| Nevada | \$169 | \$169 | \$146 | \$146 | \$146 | \$173 | \$173 | \$173 | \$142 |
| Placer | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 |
| Riverside | \$186 | \$186 | \$186 | \$186 | \$141 | \$141 | \$141 | \$141 | \$141 |
| Sacramento | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 |
| San Bernardino | \$124 | \$124 | \$124 | \$124 | \$124 | \$124 | \$124 | \$124 | \$124 |
| San Diego | \$199 | \$199 | \$199 | \$199 | \$199 | \$237 | \$237 | \$199 | \$199 |
| San Francisco | \$259 | \$259 | \$259 | \$259 | \$259 | \$259 | \$259 | \$259 | \$272 |
| San Joaquin | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 | \$132 |
| San Luis Obispo | \$163 | \$163 | \$163 | \$163 | \$163 | \$203 | \$203 | \$163 | \$163 |
| San Mateo | \$183 | \$183 | \$183 | \$183 | \$183 | \$183 | \$183 | \$183 | \$183 |
| Santa Barbara | \$205 | \$205 | \$205 | \$205 | \$205 | \$205 | \$262 | \$262 | \$205 |
| Santa Clara | \$192 | \$192 | \$192 | \$192 | \$192 | \$192 | \$192 | \$192 | \$192 |
| Santa Cruz | \$139 | \$139 | \$139 | \$139 | \$139 | \$176 | \$176 | \$176 | \$139 |
| Sonoma | \$157 | \$157 | \$157 | \$157 | \$157 | \$157 | \$157 | \$157 | \$157 |
| Tulare | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 | \$131 |
| Yolo | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 |

- 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. Meal and Incidental Expenses (M&IE) – The Judicial Council will reimburse Contractor a single amount per calendar day for actual M&IE incurred, less any provided meals. The standard maximum allowance for a single calendar day of travel, when that day is neither the first nor last day of travel, will be \$68. For the first and last day of travel during a multi-day trip, the maximum allowance will be up to 75 percent of the standard rate, or \$51. Likewise, for a single day trip lasting more than 12 but less than 24 hours, the maximum allowance will be up to 75 percent of the standard rate, or \$51. When meals are provided, the traveler must deduct the applicable meal cost from the daily allowance, based on the individual rates listed on the “Applicable M&IE Rates” chart appearing on page 3 of this document. Travelers are not eligible for M&IE reimbursement for travel of less than 12 hours.

M&IE reimbursement rates will be based on travel time frames as follows:

| M&IE Time Frames | | |
|-------------------------------------|--------------------------------|---|
| When travel status is | | Maximum reimbursement for actual expenses is |
| More than 12 but less than 24 hours | | Actual expense up to 75% of the applicable M&IE standard rate per day (up to \$51) |
| 24 hours or more, on | First day of travel | Actual expense up to 75% of the applicable M&IE standard rate per day (up to \$51) |
| | Full days of travel in between | Actual expense up to 100% of the applicable M&IE standard rate per day (up to \$68) |
| | Last day of travel | Actual expense up to 75% of the applicable M&IE standard rate per day (up to \$51) |
| Less than 12 hours | | Not eligible for M&IE reimbursement |

The applicable M&IE chart below provides the daily M&IE total as well as the individual meal rates to be used for deduction from the M&IE total, if any meals were furnished to the traveler. If a traveler is provided a meal on the first or last day of travel, they should deduct the applicable meal rate listed below from the \$51 maximum reimbursement rate.

| Applicable M&IE Rates | | | | | |
|----------------------------------|------------------|--------------|---------------|----------------------------|---------------------------------------|
| M&IE Total | Breakfast | Lunch | Dinner | Incidental Expenses | First & Last Day of Travel |
| Up to \$68 | \$16 | \$19 | \$28 | \$5 | Up to \$51 |

- 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