

## ATTACHMENT 11

### CONTRACTOR EXPENSE AND TRAVEL REIMBURSEMENT GUIDELINES

1. Provided travel of Contractor's Key Personnel away from Home Base has been specified as required in a Work Order, and the Work Order includes funding for Travel Expenses, the Judicial Council shall reimburse the Contractor for Travel Expenses as follows:
  - a) The Judicial Council shall reimburse the Contractor its actual expenses incurred for allowable Travel Expenses required to perform the Work of this Agreement subject to the reimbursement limitations set forth herein.
  - b) Commute travel from the Contractor's or Key Personnel's home or place of business to the designated Home Base set forth in a Work Order is not an authorized Travel Expense and there shall be no reimbursement of any such commute expenses.
  - c) The Contractor shall submit a written travel plan to the Project Manager, including estimated costs, for review and approval, at the beginning of the Project. The Contractor shall submit revised travel plans for review and approval when and as deemed necessary by the Project Manager.
  - d) The Contractor shall submit original invoices and receipts for all Travel Expenses claimed for reimbursement. For ticketless air travel where an original receipt is not available, the Contractor shall submit either the traveler's printed airline itinerary email that includes payment confirmation or a copy of the traveler's credit card statement with the air travel charge(s) highlighted.
  - e) For necessary air transportation, the Judicial Council will reimburse the Contractor for the actual cost incurred for coach class on a standard carrier.
  - f) For overnight travel, the Judicial Council will reimburse lodging and meal expenses incurred while traveling, at Contractor's actual cost. **All reimbursement for Travel Expenses is subject to the provisions of and must be charged in accordance with this Agreement and the then-current Judicial Council Travel and Expense Reimbursement Guidelines, available at (<https://courts.ca.gov/procurement-services>).**
  - g) For continuous travel of less than 24 hours, the following shall govern whether actual meal expenses up to the limits of subparagraph 3.A.vi), above, are reimbursable:
    - i. Breakfast may be claimed if travel begins at least one hour before normal work hours.
    - ii. Dinner may be claimed if travel ends at least one hour after normal work hours; and
    - iii. Lunch may not be claimed on trips of less than 24 hours.

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- h) For necessary private vehicle ground transportation usage, the Judicial Council will reimburse the Contractor at the then current IRS mileage reimbursement rate. Contractor must provide MapQuest®, or equivalent, printout to substantiate mileage claim.
  - i) The total amount the Judicial Council may pay the Contractor for allowable Travel Expenses under any Work Order shall be included in the Work Order Amount that is set forth in the Work Order.
- 2. **Other Business Expenses** – Actual cost is reimbursable. Receipts or documentation are required for all other business expenses, regardless of the amount claimed.