TRAVEL PER DIEM LIMIT GUIDE

Effective January 1, 2025

For travel occurring on or after January 1, 2025, the Court will adopt the federal standard reimbursement rates for lodging and the federal standard Meals and Incidentals Expenses (M&IE) rate established by the General Services Administration (GSA). The GSA rates are established for the federal fiscal year, October through September, and are subject to change each year.

LODGING

Receipts for lodging charges must be detailed and on a pre-printed bill head with a zero-balance shown. Exceptions may be considered on a case-by-case basis, and for centrally booked conferences or meetings.

In-State Rates

Maximum reimbursement rates for in-state lodging will align with the applicable standard federal rates, as shown below. Rates are per night, plus applicable taxes (if not waived by the lodging establishment) and fees, and must be supported by a zero-balance receipt.

Lodging rates for travel from **2025 January through September** can be found here.

County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
All counties except those listed below	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110
Alameda	$145	$145	$145	$145	$145	$145	$145	$145	$145	$145	$145	$145
City limits of Santa Monica	$273	$273	$273	$273	$273	$273	$273	$273	$273	$273	$273	$273
Contra Costa	$147	$147	$147	$147	$147	$147	$147	$147	$147	$147	$147	$147
El Dorado	$141	$141	$247	$247	$247	$247	$143	$143	$171	$171	$171	$141
Fresno	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129
Humboldt	$125	$125	$125	$125	$125	$125	$125	$125	$172	$172	$172	$125
Inyo / NAWS China Lake	$142	$142	$142	$142	$142	$142	$142	$142	$142	$142	$142	$142
Kern	$132	$132	$132	$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	$191	$191	$191
Madera	$135	$135	$135	$135	$135	$135	$135	$135	$135	$135	$135	$135
Marin	$153	$153	$153	$153	$153	$153	$153	$153	$175	$175	$175	$175
Mariposa	$181	$181	$181	$203	$203	$203	$203	$181	$181	$181	$181	$181
Mendocino	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129
Mono	$139	$139	$195	$195	$195	$195	$139	$139	$139	$139	$139	$139
Monterey	$191	$191	$191	$191	$199	$199	$199	$199	$199	$279	$279	$191
County	**2025 Oct**	**Nov**	**Dec**	**2026 Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**
Napa	$246	$246	$172	$172	$246	$246	$246	$246	$246	$246	$246	$246
Nevada	$142	$142	$169	$169	$169	$146	$146	$146	$173	$173	$173	$142
Placer	$131	$131	$131	$131	$131	$131	$131	$131	$131	$131	$131	$131
Riverside	$186	$186	$186	$186	$186	$186	$186	$141	$141	$141	$141	$141
Sacramento	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150
San Bernardino	$124	$124	$124	$124	$124	$124	$124	$124	$124	$124	$124	$124
San Diego	$199	$199	$199	$199	$199	$199	$199	$199	$237	$237	$199	$199
San Francisco	$272	$272	$272	$259	$259	$259	$259	$259	$259	$259	$259	$272
San Joaquin	$132	$132	$132	$132	$132	$132	$132	$132	$132	$132	$132	$132
San Luis Obispo	$163	$163	$163	$163	$163	$163	$163	$163	$203	$203	$163	$163
San Mateo	$183	$183	$183	$183	$183	$183	$183	$183	$183	$183	$183	$183
Santa Barbara	$205	$205	$205	$205	$205	$205	$205	$205	$205	$262	$262	$205
Santa Clara	$192	$192	$192	$192	$192	$192	$192	$192	$192	$192	$192	$192
Santa Cruz	$139	$139	$139	$139	$139	$139	$139	$139	$176	$176	$176	$139
Sonoma	$157	$157	$157	$157	$157	$157	$157	$157	$157	$157	$157	$157
Tulare	$131	$131	$131	$131	$131	$131	$131	$131	$131	$131	$131	$131
Yolo	$142	$142	$142	$142	$142	$142	$142	$142	$142	$142	$142	$142

Out-of-State Rates

Actual costs are reimbursable with appropriate prior approval and up to the federal lodging rate, plus tax and surcharges, when substantiated by receipts. Meals and incidental reimbursement rates for out-of-state travel are reimbursed at actual costs, not to exceed the M&IE rates as indicated below.

The federal lodging rates are available at https://www.gsa.gov/travel/plan-book/per-diem-rates.

MEALS AND INCIDENTALS EXPENSES (M&IE)

The reimbursement policy will be simplified to utilize 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 below. 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			
Trips less than 12 hours:			
Not eligible for M&IE reimbursement.			
Trips more than 12 but less than 24 hours:			
Actual expense up to 75% of standard M&IE rate (up to $51)			
Breakfast $12	Lunch $14.25	Dinner $21	Incidentals $3.75
Trips of 24 hours or more:			
First day of travel			
Actual expense up to 75% of standard M&IE rate (up to $51)			
Breakfast $12	Lunch $14.25	Dinner $21	Incidentals $3.75
Full days of travel in between			
Actual expense up to 100% of standard M&IE rate (up to $68)			
Breakfast $16	Lunch $19	Dinner $28	Incidentals $5
Last day of travel			
Actual expense up to 75% of standard M&IE rate (up to $51)			
Breakfast $12	Lunch $14.25	Dinner $21	Incidentals $3.75

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 with 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

Although not required to be submitted with a travel expense claim, Contractors must be prepared to furnish receipts.

TRANSPORTATION

The actual cost of tickets for air, rail, bus, rental car, or other forms of public transportation is reimbursable. The least expensive means of transportation available must be utilized. Receipts are required for rental car and air travel. For ticketless travel, the traveler's itinerary may be submitted in lieu of a receipt.

1. The actual costs of public parking, bridge/road tolls, streetcar, ferry, rapid transit, bus fares and tolls are reimbursable. Receipts are required for all expenses of $10.00 or more.
2. Personal vehicle mileage is reimbursable at the current County mileage reimbursement rate.
3. Airfare: Additional charges such as a fee to pick your seat, Early Bird Check-In, or any other type of seat upgrade, are not eligible for reimbursement.
4. Taxi/Uber/Lyft: A detailed receipt displaying the ride fare, taxes, etc. and payment made is required. Additional charges such as Reservation Fee, Priority Pickup, Wait Time, or similar discretionary enhancements are not eligible for reimbursement.
5. Tips for Allowable Transportation Expense: You may claim up to $2.00 or 20%, whichever amount is greater. *For example, for an allowable $20.00 transportation expense, such as a transportation network company (Uber or Lyft) or taxi expense, the maximum allowable tip is the greater of $2.00 or 20% [$4.00]).*

AIRPORT PARKING (Updated April 2025)

Airport parking will be reimbursed at the economy lot rate, unless otherwise approved at another rate. Receipts required.

LAX (LOS ANGELES AIRPORT) (310) 646-2911 6100 W 94th Los Angeles, CA 90045 Economy Parking $35.00/Day	**HOLLYWOOD-BURBANK AIRPORT AUTHORITY** (818) 840-8838 2627 Hollywood Way Burbank, CA 91505 Lot C $16.00/Day Lot E $28.00/Day Lot F $28.00/Day	**LONG BEACH AIRPORT** (562) 425-9665 LAZ Parking 4100 Donald Douglas Drive Long Beach, CA 90808 Lot B $20.00/Day Lot A $25.00/Day
ONTARIO AIRPORT (909) 937-1240 Parking Concepts, Inc Ontario, CA 91716 Lot 5 $18.00/Day Lot 6 $18.00/Day	**JOHN WAYNE AIRPORT** (949) 252-6260 LAZ Parking 18601 Airport Way Santa Ana, CA 92707 Lot A1, A2, B2 and C $30.00/Day	

OTHER BUSINESS EXPENSES

Actual costs are reimbursable. Receipts are required for all other business expenses, regardless of the amount claimed.

In the event receipts cannot be obtained or have been lost, a statement to the effect and the reason provided shall be noted in the expense amount. In the absence of a satisfactory explanation, the amount involved shall not be allowed. Further, a statement explaining that a receipt has been lost shall not be accepted for lodging, airfare, rental car, or business expenses.

MILEAGE (66 cents per mile, Effective January 1, 2025 – LA County Rate)

Personal Car Usage Guidelines: If you desire to drive to your destination rather than fly, you may only claim **the lesser of (1) airfare** to the location (rate in effect during your travel dates) or **(2) your actual mileage**. A cost comparison should be prepared calculating the amounts for both modes of transportation and related expenses prior to approving surface travel so the traveler knows in advance the estimated amount eligible for reimbursement.