

APPENDIX D

Authorized Travel Expense Rates: Effective January 1, 2015

Lodging:

(Within city limits, excluding all taxes)

San Francisco.....	\$250.00
Los Angeles	\$150.00
All other areas.....	\$150.00

Employee Travel Meals:

Breakfast.....	\$ 7.00
Lunch.....	\$11.00
Dinner.....	\$23.00

Mileage:

The personal auto mileage reimbursement rate is 57.5¢ per mile driven. The mileage reimbursement rate will be adjusted to mirror the reimbursement rate established by the U.S. Internal Revenue Service for business-related reimbursement. These rates are imbedded in the formulas of the online [Expense Report](#) and will be adjusted on the effective date of any rate change.