



Date: January 29, 2015

CA 9-1-1 BRANCH NOTICE 2015-02
Expiration: When Superseded or Rescinded

**To: ALL 9-1-1 COUNTY COORDINATORS
ALL PUBLIC SAFETY ANSWERING POINT MANAGERS**

**SUBJECT: APPROVAL TO USE THE ANNUAL TRAINING ALLOTMENT FOR
THE ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS OFFICIALS
WESTERN REGIONAL CONFERENCE**

The Northern California Association of Public-Safety Communications Officials (APCO) are hosting the APCO Western Regional Conference in Sacramento at the Sacramento Convention Center, April 7 – 10, 2015. The California 9-1-1 Emergency Communications Branch (CA 9-1-1 Branch) approves the 9-1-1 County Coordinator's and Public Safety Answering Point's (PSAP's) use of their Annual Training Allotment (ATA) of \$3,000 for state Fiscal Year (FY) 2014-2015 to attend the CALNENA Training/Meeting. The 9-1-1 County Coordinators and PSAPs are responsible for monitoring and tracking their ATA. Training reimbursement cannot exceed \$3,000 for FY 2014-15.

The attached State of California Travel Reimbursement Rates reference document provides information regarding the State's reimbursement rates for FY 2014-2015. The second page of the reference document reflects the ATA eligible lodging reimbursements that include the APCO Western Regional Conference hotel location's negotiated rate and state lodging reimbursement rate for Sacramento County.

Please direct all questions to Victoria Solis, Reimbursement Claims Coordinator at: (916) 657-9188 or Victoria.Solis@caloes.ca.gov.

Sincerely,

William D. Anderson, Branch Manager
California 9-1-1 Emergency Communications Branch

Attachment: State of California Travel Reimbursement Rates (FY 2014-2015) rev. 1-29-15

cc: Karen Wong, Assistant Director, Public Safety Communications
State 9-1-1 Advisory Board Members
California 9-1-1 Emergency Communications Branch Staff

TRAVEL REIMBURSEMENT RATES

Prepared for PSAPs and County Coordinators

**Fiscal Year 2014 – 2015**

(July 1, 2014 – June 30, 2015)

MEALS & INCIDENTALS ~ MILEAGE ~ TRANSPORTATION ~ LODGING

<u>MEALS & INCIDENTALS</u>	
Per Diem	RATE
Breakfast	\$ 7
Lunch	\$ 11
Dinner	\$ 23
Incidentals	\$ 5

<u>MILEAGE</u>	
Per Mile	RATE
1/1/2015	57.5 Cents
1/1/2014	56. Cents

<u>TRANSPORTATION</u>	
	RATE
Air	Actual Expense
Bus	Actual Expense
Parking	Actual Expense
Railway	Actual Expense
Rental Car	Actual Expense
Taxi	Actual Expense
Tolls	Actual Expense

PER NIGHT

LODGING RATES

The State will reimburse actual lodging expenses for all Counties/Cities located in California up to the State rate of **\$90** (plus tax and fees) with the exception of the following Counties/Cities listed below. *Receipts Required*

COUNTY	Up to: STATE RATE	COUNTY	Up to: STATE RATE
Alameda	\$ 125	Sacramento	\$ 95
Los Angeles - Excluding Santa Monica	\$ 120	San Diego	\$ 125
Los Angeles - Santa Monica	\$ 150	San Francisco	\$ 150
Monterey	\$ 125	San Mateo	\$ 125
Napa	\$ 95	Santa Clara	\$ 125
Orange	\$ 120	Ventura	\$ 120
Riverside	\$ 95		

Lodging for pre-approved non-State sponsored conferences:

The State will reimburse receipted lodging in excess of the State rate when the lodging rate is contracted by the sponsor for the event.

See page 2 for Annual Training Allotment eligible lodging reimbursements.

TRAVEL REIMBURSEMENT RATES

Prepared for PSAPs and County Coordinators

**Fiscal Year 2014 – 2015**

(July 1, 2014 – June 30, 2015)

MEALS & INCIDENTALS ~ MILEAGE ~ TRANSPORTATION ~ LODGING**Annual Training Allotment eligible lodging reimbursements:****Pre-approved training/meeting: CALNENA Fall Training/Meeting, 9/30/14**

Eligible lodging reimbursement has two scenarios:

1. If lodging was at the hotel in which CALNENA negotiated the rate, then, the reimbursement rate would be up to that rate (plus tax and fees); **Or**
2. If lodging occurred in Los Angeles County, then the reimbursement rate would be up to the State rate.

CALNENA negotiated rate: At the Sheraton Pasadena Hotel	<u>Or</u>	Up to: STATE RATE
\$133.00		\$120.00 – Los Angeles County

Pre-approved training: APCO Emerging Technology Forum, 11/4/14 -11/5/14

Eligible lodging reimbursement has two scenarios:

1. If lodging was at the hotel in which APCO negotiated the rate, then, the reimbursement rate would be up to that rate (plus tax and fees); **Or**
2. If lodging occurred in San Francisco County, then the reimbursement rate would be up to the State rate.

APCO negotiated rate: At the Embassy Suites San Francisco Airport Waterfront	<u>Or</u>	Up to: STATE RATE
\$179.00		\$150.00 – San Francisco County

Pre-approved training: CALNENA 9-1-1 Mission Critical, 2/9/15 -2/12/15

Eligible lodging reimbursement has two scenarios:

1. If lodging was at the hotel in which CALNENA negotiated the rate, then, the reimbursement rate would be up to that rate (plus tax and fees); **Or**
2. If lodging occurred in San Diego County, then the reimbursement rate would be up to the State rate.

CALNENA negotiated rate: At the Hyatt Regency Mission Bay	<u>Or</u>	Up to: STATE RATE
\$147.00		\$125.00 – San Diego County

Pre-approved training: APCO Western Regional Conference, 4/8/15-4/10/15

Eligible lodging reimbursement has two scenarios:

1. If lodging was at the hotel in which APCO negotiated the rate, then, the reimbursement rate would be up to that rate (plus tax and fees); **Or**
2. If lodging occurred in Sacramento County, then the reimbursement rate would be up to the State rate.

APCO negotiated rate: At the Hyatt Regency Sacramento	<u>Or</u>	Up to: STATE RATE
\$107.00		\$95.00 – Sacramento County