

## California Federation

### **Policy Guidance 2026-01: Travel reimbursement rates February 1, 2026**

As part of their official duties on the Executive Board, members may travel to visit chapters and attend meetings. It is the policy of the Federation to reimburse reasonable travel expenses. The Board has a fiduciary duty to monitor costs to ensure the most fiscally responsible way to spend our funds.

When Federation members must travel to conduct business, the reimbursement rates shall be as follows:

#### Same day travel

For travel over 100 miles one-way from your residence that is accomplished in one day (travel to and return home in one day), you will be reimbursed for one meal. Submit your meal receipt with your voucher. In addition, you may be reimbursed for transportation costs (see below).

#### Overnight travel

If your trip cannot be accomplished in one day, you will be reimbursed \$45.00 for the first day of travel to reach your destination. You will also be reimbursed \$45.00 for the last day of travel to return to your residence. You will be reimbursed \$60.00/day for full days between your first and last days of travel. This daily reimbursement should cover meals, ride services, or other incidental costs.

In addition, you are entitled to reimbursement for a three-star lodging accommodation. The lodging receipt must be submitted with your voucher.

#### Travel by vehicle

If you use your personal vehicle, you will receive the current IRS rate for mileage. The current mileage rate can be found at: <https://www.irs.gov/newsroom/irs-sets-2026-business-standard-mileage-rate-at-725-cents-per-mile-up-25-cents>

If you rent a vehicle, you will be reimbursed for an economy size vehicle and fuel costs, but not mileage. Receipts for the rental vehicle and fuel costs must be submitted with your voucher.

#### Travel by other means

If you travel by airplane, reimbursement for economy seating will be reimbursed. The airline receipt must be submitted with your voucher.



## California Federation

If you travel by other means, such as train or bus, the cost for economy-seating will be reimbursed. A receipt must be submitted with your voucher.

### Miscellaneous travel costs

If you must drive to the airport, bus station or train depot, you will be reimbursed for parking fees incurred. A receipt must be submitted with your voucher.

If you use a ride service to the airport, bus station or train depot at the beginning and end of your trip, you will be reimbursed for these costs. Receipts must be submitted with your voucher.

### Deadline for Vouchers

All travel vouchers must be submitted as soon as possible after the end of the trip.

**Vouchers submitted after 30 days of the final travel date will not be accepted or reimbursed.** Timely submissions of vouchers are necessary to ensure proper documentation for our financial records.

If you need assistance in completing your voucher, please contact the Federation Treasurer.