

Instructions to Complete and Submit Form STD 255C Excess Lodging Rate Request/Approval

This excess lodging rate request/approval document was developed for excess lodging related to First 5 California-funded programs. The rates, terms, and conditions below are based on the lodging rules set by the California Department of Human Resources (CALHR).

Each excess lodging approval request **must** include the following documents:

- One Excess Lodging Rate Request/Approval form STD 255C is needed for **each** traveler even if more than one traveler is requesting excess lodging approval for the same meeting and/or destination. Multiple STD 255C forms for the same destination are requested to be submitted together.
- Three (3) lodging quotes to demonstrate good faith effort to justify the request for excess lodging rate approval. The quotes should include the dates of travel and the per night price, including any taxes and or fees. Counties may use the same three (3) lodging quotes for multiple excess lodging approval requests for travelers attending the same meeting/conference.
- Copies of registration and/or agenda of the meeting the traveler will be attending.

Amended Instructions/Additions

Updated state lodging reimbursement rates, effective July 1, 2016:

County	Max. Lodging Reimbursement Rate
All counties except those listed below	\$90
Napa, Riverside, Sacramento	\$95
Marin	\$110
Los Angeles, Orange, Ventura & Edwards AFB, excluding the City of Santa Monica	\$120
Monterey, San Diego	\$125
Alameda, San Mateo, Santa Clara	\$140
City of Santa Monica	\$150
San Francisco	\$250

Good Faith Quotes

- Three (3) quotes, including the hotel chosen, will be of comparable hotels (e.g., star

rating, travel review, style, and reputation).

- Hotel quotes should be comparable, and moderately priced commercial lodging establishments such as a hotel or motel.
- All quotes should include a transportation cost breakdown if transportation costs are the justification for location choice (ex: Hotel A cost = \$125 hotel B = \$135, hotel A is 15 miles further from destination than hotel B, transportation rate, or hotel and transportation = higher cost).

Reason(s) for Higher Lodging Rate

Note: Per CALHR, star rating, safety, cleanliness, reputation, etc. are **not** reasonable justifications for submitting an excess lodging request.

- Claimant/Traveler requires a “reasonable accommodation” – Lodging that is compatible with the employee’s disability.
- Emergency/short-notice travel – Lodging within the state rate is unavailable due to short-notice timeframe.
- No transportation available – Alternative lodging is needed because there is no transportation available in the area to accommodate a lower rate hotel.
- No alternative lodging available – Quotes included are the only hotels available in the desired location or no hotels are available at the state rate in that location.
- Other – this option is used when the above reasons are not applicable. A detailed justification is required.

Signatures Required

- Claimant’s signature –Traveler signs in this area.
- Agency/department contact –A point of contact from the agency requesting excess lodging. This could be an assistant or someone designated to schedule travel accommodations for the claimant.
- Departmental approval –Traveler’s manager or designee signature, name/title and date approved.
- CALHR Approval –First 5 California manager signature if approved.

New Lodging Request Timeframe

- The STD 255C must be completed by First 5 IMPACT-funded agencies and

submitted to IMPACT@First5.ca.gov for approval at least **15** business days prior to the actual travel date in order to secure lodging over the state rate.

- If notification of required travel is provided less than 15 business days in advance, date of short-notice travel notification must be included with lodging request.