Opioid- and Amphetamine-Related Overdose Death Rates and Rankings for Selected Drugs (and Counts for All Opioids) by County -- California, 2017

Rank	County	Rate
1	Modoc	23.58
2	Humboldt	21.03
3	Mendocino	19.34
4	Lake	17.02
5	Shasta	14.06
6	Lassen	13.91
7	Yuba	13.15
8	Del Norte	12.56
9	Siskiyou	9.97
10	Ventura	9.8
11	San Francisco	9.62
12	San Benito	9.47
13	Tuolumne	9.47
14	San Joaquin	9.18
15	Kern	8.45
16	San Diego	7.81
17	San Luis Obispo	7.77
18	Butte	7.57
19	Orange	7.5
20	Santa Barbara	7.48
21	Marin	6.59
22	Santa Cruz	6.59
23	Sonoma	5.99
24	Riverside	5.67
25	Mariposa	5.51
26	Nevada	5.5
27	California	<u>5.22</u>
28	Placer	4.79
29	San Mateo	4.75
30	Merced	4.67

All Opioids (Rates)

Rank	County	Rate
31	Fresno	4.58
32	Imperial	4.57
33	Kings	4.52
34	Contra Costa	4.35
35	Trinity	4.34
36	Los Angeles	4.05
37	Madera	3.75
38	Sacramento	3.75
39	Stanislaus	3.39
40	Inyo	3.19
41	Santa Clara	3.19
42	Yolo	3.19
43	Napa	3.15
44	Amador	2.71
45	San Bernardino	2.65
46	Tulare	2.59
47	Solano	2.46
48	El Dorado	2.38
49	Sutter	2.05
50	Alameda	2.03
51	Plumas	2
52	Monterey	1.65
53	Calaveras	0.86
54	Alpine	0
55	Colusa	0
56	Glenn	0
57	Mono	0
58	Sierra	0
59	Tehama	0

Opioid- and Amphetamine-Related Overdose Death Rates and Rankings for Selected Drugs (and Counts for All Opioids) by County -- California, 2017

Rank	County	Count
1	California	2194
2	Los Angeles	447
3	San Diego	284
4	Orange	255
5	Riverside	140
6	San Francisco	99
7	Ventura	85
8	Kern	75
9	San Joaquin	69
10	Santa Clara	67
11	Sacramento	61
12	San Bernardino	57
13	Contra Costa	52
14	Fresno	47
15	San Mateo	40
16	Alameda	37
17	Santa Barbara	32
18	Sonoma	30
19	Humboldt	28
20	Shasta	24
21	San Luis Obispo	21
22	Placer	18
23	Santa Cruz	18
24	Stanislaus	18
25	Butte	17
26	Mendocino	17
27	Marin	15
28	Lake	13
29	Merced	13
30	Tulare	11

All Opioids (Counts)

Rank	County	Count
31	Solano	10
32	Yuba	9
33	Imperial	8
34	Monterey	8
35	Yolo	7
36	Kings	6
37	Madera	6
38	Nevada	6
39	San Benito	6
40	El Dorado	5
41	Lassen	5
42	Tuolumne	5 4 4
43	Del Norte	4
44	Napa	4
45	Siskiyou	4
46	Modoc	3 2 2
47	Amador	2
48	Sutter	
49	Calaveras	1
50	Inyo	1
51	Mariposa	1
52	Plumas	1
53	Trinity	1
54	Alpine	0
55	Colusa	0
56	Glenn	0
57	Mono	0
58	Sierra	0
59	Tehama	0

Opioid- and Amphetamine-Related Overdose Death Rates and Rankings for Selected Drugs (and Counts for All Opioids) by County -- California, 2017

Rank	County	Rate
1	Modoc	23.58
2	Humboldt	14.96
3	Lassen	11.8
4	Mendocino	11.09
5	Shasta	8.96
6	Tuolumne	8.71
7	Del Norte	8.46
8	Lake	7.96
9	Yuba	7.63
10	San Joaquin	6.45
11	Siskiyou	6.44
12	Mariposa	5.51
13	San Francisco	5.27
14	Ventura	5.19
15	Butte	5.04
16	Kern	4.58
17	Trinity	4.34
18	Merced	4.29
19	Orange	4.29
20	San Diego	4.24
21	Kings	3.91
22	San Mateo	3.62
23	Nevada	3.28
24	Inyo	3.19
25	Fresno	3.15
26	Marin	3.1
27	Yolo	2.98
28	California	2.75
29	Madera	2.75
30	Amador	2.71

Prescription Opioids without Synthetic (Rates)

Rank	County	Rate
31	Placer	2.5
32	Contra Costa	2.19
33	Santa Barbara	2.17
34	Santa Cruz	2.15
35	Los Angeles	2.1
36	Sacramento	2.03
37	Plumas	2
38	San Luis Obispo	1.87
39	Sonoma	1.86
40	Santa Clara	1.8
41	Stanislaus	1.74
42	Solano	1.69
43	Riverside	1.64
44	San Benito	1.62
45	Sutter	1.26
46	El Dorado	1.18
47	Tulare	1.04
48	Alameda	1.02
49	San Bernardino	0.96
50	Calaveras	0.86
51	Monterey	0.45
52	Alpine	0
53	Colusa	0
54	Glenn	0
55	Imperial	0
56	Mono	0
57	Napa	0
58	Sierra	0
59	Tehama	0

Opioid- and Amphetamine-Related Overdose Death Rates and Rankings for Selected Drugs (and Counts for All Opioids) by County -- California, 2017

Rank	County	Rate
1	Mendocino	7.8
2	Shasta	5.35
3	Humboldt	4.68
4	Lake	4.63
5	San Benito	4.6
6	Del Norte	4.1
7	Ventura	3.96
8	Santa Cruz	3.62
9	Sonoma	3.55
10	San Francisco	3.23
11	Napa	3.15
12	Yuba	3.08
13	Kern	2.95
14	Orange	2.78
15	Santa Barbara	2.61
16	Marin	2.51
17	Riverside	2.36
18	San Joaquin	2.3
19	Lassen	2.11
20	San Diego	1.93
21	Nevada	1.76
22	California	1.7
23	Los Angeles	1.57
24	Placer	1.46
25	Contra Costa	1.4
26	Sacramento	1.34
27	Butte	1.31
28	Santa Clara	1.21
29	San Bernardino	1.14
30	San Luis Obispo	0.96

<u>Heroin (Rates)</u>

Rank	County	Rate
31	Madera	0.88
32	Kings	0.86
33	Solano	0.76
34	Tuolumne	0.75
35	Stanislaus	0.55
36	Monterey	0.43
37	Merced	0.38
38	San Mateo	0.38
39	Alameda	0.36
40	El Dorado	0.29
41	Fresno	0.28
42	Tulare	0.27
43	Alpine	0
44	Amador	0
45	Calaveras	0
46	Colusa	0
47	Glenn	0
48	Imperial	0
49	Inyo	0
50	Mariposa	0
51	Modoc	0
52	Mono	0
53	Plumas	0
54	Sierra	0
55	Siskiyou	0
56	Sutter	0
57	Tehama	0
58	Trinity	0
59	Yolo	0

Opioid- and Amphetamine-Related Overdose Death Rates and Rankings for Selected Drugs (and Counts for All Opioids) by County -- California, 2017

Fentanyl (Rates)

Rank	County	Rate
1	Lake	6.12
2	Siskiyou	3.53
3	San Benito	3.26
4	Ventura	2.92
5	Mendocino	2.87
6	Santa Barbara	2.11
7	San Diego	2.04
8	Yuba	1.94
9	San Francisco	1.64
10	Orange	1.43
11	Kern	1.41
12	Contra Costa	1.33
13	San Mateo	1.2
14	Riverside	1.17
15	Los Angeles	1.08
16	California	1.06
17	Marin	0.98
18	Sonoma	0.86
19	Humboldt	0.85
20	Stanislaus	0.72
21	Yolo	0.68
22	El Dorado	0.66
23	Santa Clara	0.66
24	Shasta	0.63
25	San Joaquin	0.62
26	Butte	0.61
27	San Bernardino	0.57
28	Sacramento	0.55
29	Santa Cruz	0.46
30	Nevada	0.45

Rank	County	Rate
31	Fresno	0.4
32	Alameda	0.32
33	Placer	0.32
34	Monterey	0.21
35	Alpine	0
36	Amador	0
37	Calaveras	0
38	Colusa	0
39	Del Norte	0
40	Glenn	0
41	Imperial	0
42	Inyo	0
43	Kings	0
44	Lassen	0
45	Madera	0
46	Mariposa	0
47	Merced	0
48	Modoc	0
49	Mono	0
50	Napa	0
51	Plumas	0
52	San Luis Obispo	0
53	Sierra	0
54	Solano	0
55	Sutter	0
56	Tehama	0
57	Trinity	0
58	Tulare	0
59	Tuolumne	0

Opioid- and Amphetamine-Related Overdose Death Rates and Rankings for Selected Drugs (and Counts for All Opioids) by County -- California, 2017

Rank	County	Rate
1	Modoc	21.62
2	Lake	20.29
3	Humboldt	16.2
4	Yuba	15.7
5	Kern	13.91
6	Siskiyou	12.53
7	Del Norte	12.27
8	Inyo	12.07
9	Mendocino	10.71
10	San Joaquin	9.68
11	Mariposa	9.51
12	Tehama	9.45
13	Lassen	8.99
14	Shasta	8.45
15	Nevada	7.8
16	Tuolumne	7.74
17	Madera	7.37
18	San Francisco	7.22
19	Imperial	7.03
20	Fresno	6.83
21	Calaveras	6.69
22	Merced	6.33
23	Riverside	6.13
24	Yolo	6.01
25	Ventura	5.72
26	Sacramento	5.69
27	Santa Cruz	5.31
28	San Diego	5.22
29	Sonoma	4.92
30	Solano	4.89

Amphetamines (Rates)

Rank	County	Rate
31	California	4.58
32	San Benito	4.52
33	Butte	4.46
34	Marin	4.46
35	Napa	4.39
36	Sutter	4.14
37	Santa Barbara	4.01
38	Santa Clara	3.96
39	Orange	3.82
40	Amador	3.81
41	San Mateo	3.74
42	Stanislaus	3.72
43	Tulare	3.64
44	San Luis Obispo	3.57
45	Contra Costa	3.56
46	San Bernardino	3.5
47	Placer	3.36
48	Los Angeles	3.18
49	Monterey	3.09
50	Glenn	2.6
51	Kings	1.94
52	Alameda	1.7
53	El Dorado	0.45
54	Alpine	0
55	Colusa	0
56	Mono	0
57	Plumas	0
58	Sierra	0
59	Trinity	0





RESOURCES FOR OPIOID PRESCRIBERS

CONSIDER ALL PAIN MANAGEMENT OPTIONS BEFORE STARTING PATIENTS ON OPIOIDS

CDC - Clinical Tools for Pain Management

Multiple resources including opioid prescribing guidelines for chronic pain, non-opioid treatment for pain, assessing benefits and harm, and calculating dosage.

Controlled Substance Utilization Review and Evaluation System (CURES)

CURES was certified for statewide use by the Department of Justice on April 2, 2018. As a result, the mandate to consult CURES prior to prescribing, ordering, administering, or furnishing a Schedule II – IV controlled substance became effective on October 2, 2018. For an outstanding resource about what this means for prescribers, see the Medical Board of California's <u>CURES 2.0 information sheet.</u>

Managing Chronic Non-Cancer Pain

This opioid stewardship infographic provides an overview of interventions for chronic pain, standards for managing opioids when prescribed, and considerations when managing opioid use disorder.

RECOGNIZE WHEN AND UNDERSTAND HOW TO TAPER PATIENTS ON OPIOIDS

CDC – Pocket Guide: Tapering Opioids for Chronic Pain

A reference tool for when and how to taper, and important considerations for safe and effective care, including individualizing tapering plans, and minimizing symptoms of opioid withdrawal.

Changing the Conversation about Tapering - AIM Article

This article provides considerations to discuss with patients before starting long-term therapy or increasing dosages. Additionally, the article provides evidence that patients who work with clinicians to reduce or discontinue opioid use can expect improvements in pain, function, and quality of life.

American Society of Addiction Medicine (ASAM)

Clinical resources and guidelines for identifying and treating patients with substance use disorders and addiction.

Applying CDC's Guideline for Prescribing Opioids

An interactive online training series that aims to help healthcare providers apply CDC's recommendations in clinical settings through patient scenarios, videos, knowledge checks, tips, and resources. Each stand-alone module is self-paced and offers free continuing education credit.

No Shortcuts to Safer Opioid Prescribing – NEJM Article

This article recognizes CDC's prescribing guidelines should be followed and used to develop policies and practices that are consistent with, and do not go beyond, their recommendations.





RESOURCES FOR OPIOID PRESCRIBERS

OFFER MEDICATION ASSISTED TREATMENT (MAT)

SAMHSA – MAT Certification and Training Programs (how to become X-Waivered)

This resource provides medication assisted treatment information and training resources for physicians, researchers, pharmacists, nurse practitioners, physician assistants, and patients.

The California Substance Use Line – (844) 326-2626, open 24/7, every day

A free, 24/7 teleconsultation service for California physicians, nurses, and other clinicians with questions about substance use treatment. The line is open to any clinician in California and is a collaboration between the Clinician Consultation Center and the California Poison Control System.

DHCS – California MAT Expansion Project Resources

The California MAT Expansion Project aims to increase access to MAT, reduce unmet treatment need, and reduce opioid overdose related deaths through the provision of prevention, treatment, and recovery activities. This webpage includes resources such as toolkits and video trainings.

UC Davis Health - Project ECHO

(Extension for Community Health Care Outcomes) Aims to develop the capacity of primary care clinicians to safely and effectively manage chronic pain within their communities. A multidisciplinary team of specialists support participating primary care clinicians through weekly peer-to-peer video conferences.

SAMHSA – FREE MAT Treatment of Opioids Use Disorder Pocket Guide

This guide is for physicians using medication assisted treatment for patients with opioid use disorder. It discusses various types of approved medications, screening and assessment tools, and best practices for patient care.

CHCF – MAT Webinar Training Series

The California Society of Addiction Medicine (CSAM) produced these webinars on a range of topics from the practical (induction on buprenorphine) to the administrative (understanding the regulatory and legal environment), and offers continuing education credit.

PROVIDE REFERRALS TO MAT AND ADDICTION RECOVERY PROGRAMS (LOCATOR TOOLS)

DHCS – Treatment Services Locator

A confidential and anonymous treatment facility locator for persons seeking treatment in California for substance use/addiction and/or mental health services.

<u>CDPH – Directory of Syringe Services Programs in California</u>

A directory of syringe programs in California that provide clean syringes, needles, etc. These services help prevent the spread of infectious diseases including HIV, Hepatitis C, etc. and other helpful <u>Harm</u> <u>Reduction Resources</u>.







LEARN ABOUT CALIFORNIA'S STRATEGIC, MULTI-PRONGED APPROACH

California's Approach to the Opioid Epidemic

The State of California, working in partnership with health care, academia, philanthropy, and at the community level, has taken a collective action approach and built a structure, anchored by the Statewide Opioid Safety (SOS) Workgroup, to track the epidemic and pivot policy and programmatic interventions to address the changing realities of addiction in the state. This site provides information about the SOS Workgroup, California's broad approach to address the epidemic, state and county level opioid-related data, and resources.

Coalition Name 19-xxxxx

Budget Detail 01/01/20 – 08/31/22

Descented		Annual Calana	0	Year (1) 1/01/20 - 08/3	1/20	0	Year (2) 9/01/20 - 08/3	1/21	0	Year (3) 9/01/21 - 08/3	1/22	
Personnel Position Title	SOW Reference	Annual Salary Range	FTE	8 Months Salary	Budget	FTE	Annual Salary	Budget	FTE	Annual Salary	Budget	
Administrative Analyst, Sr	1, 2, 4	55,000-60,638	0.05	\$36,667	1,833	0.05	¥ 57,750	2,888	0.05	60,938	3.047	7,768
Public Health Education Specialist	1,	48,000-52,920	0.50	\$32,000	16,000	0.50	50,400	25,200	0.50	52,920	26,460	67,660
	-											
Total Salaries and Wages					17,833			28,088			29,507	75,428
						7 7						
Fringe Benefits				Percentage			P stage			Percentage		
Fringe Benefits				40%	7,133	_		11,235		40%	11,803	30,171
Total Personnel					1,967	_		39,323			41,310	105,599
	_											
Operating Expenses	Reference				יילפ. י	~		Budget			Budget	
General Office Expenses	All				86			1,000			1,000	2,800
Supplies	All				300			355			355	1,010
Travel	3, 4, 7				146			300			300	746
Training	1, 2, 7				600			300			0	900
Program Materials	2, 3, 4				1,000			1,693			1,506	4,199
Website Management	All				2,000			600			600	3,200
Total Operating Expenses					4,846			4,248			3,761	12,855
	•						• • •					
Subcontractors	SOW Reference				Budget			Budget			Budget	
Epidemioligist	1, 3, 6,				6,000			9,000			7,500	22,500
												0
												0
Total Subcontractors					6,000			9,000			7,500	22,500
Total Indirect Costs				Percentage	Budget		Percentage	Budget		Percentage	Budget	
Total Indirect Costs				25.0%	4,687		25%	6,429		25%	6,429	17,545
Total Costs					40,500			59,000			59,000	158,500



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH County Indirect Rates to be applied to Contracts

2019/20 Indirect Cost Rate Applied

County/City	Total Personnel Cost	Total Allowable Direct Cost	Cognizant Rate	2019/20 Notes
Alameda County		14.920%	N/A	
Alpine County		15.000%	N/A	Submitted ICR was above cap
Amador County	25.000%		N/A	Submitted ICR was above cap
Berkeley, City of	10.000%		N/A	LHD did not submit ICR this year
Butte County	25.000%		N/A	Submitted ICR was above cap
Calaveras County	25.000%		N/A	Submitted ICR was above cap
Colusa County	25.000%		N/A	Submitted ICR was above cap
Contra Costa	14.350%		N/A	
Del Norte County	25.000%		N/A	Submitted ICR was above cap
El Dorado County	25.000%		N/A	Submitted ICR was above cap
Fresno County	25.000%		N/A	Submitted ICR was above cap
Glenn County	22.540%		N/A	
Humboldt County	25.000%		N/A	Submitted ICR was above cap
Imperial County	25.000%		N/A	Submitted ICR was above cap
Inyo County	25.000%		N/A	Submitted ICR was above cap
Kern County	25.000%		N/A	Submitted ICR was above cap
Kings County	25.000%		N/A	Submitted ICR was above cap
Lake County	24.960%		N/A	
Lassen County	25.000%		N/A	Submitted ICR was above cap
Long Beach, City of	21.110%		N/A	
Los Angeles County	21.310%		N/A	
Madera County	25.000%		N/A	Submitted ICR was above cap
Marin County	25.000%		N/A	Submitted ICR was above cap
Mariposa County	25.000%		N/A	Submitted ICR was above cap
Mendocino County	25.000%		N/A	Submitted ICR was above cap
Merced County	25.000%		N/A	Submitted ICR was above cap
Modoc County	23.870%		N/A	



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH County Indirect Rates to be applied to Contracts

2019/20 Indirect Cost Rate Applied

County/City	Total Personnel	Total Allowable	Cognizant	2019/20 Notes
	Cost	Direct Cost	Rate	
Mono County	25.000%		N/A	Submitted ICR was above cap
Monterey County	25.000%		N/A	Submitted ICR was above cap
Napa County	25.000%		N/A	Submitted ICR was above cap
Nevada County	25.000%		N/A	Submitted ICR was above cap
Orange County	20.300%		N/A	
Pasadena, City of	21.610%		N/A	
Placer County	25.000%		N/A	Submitted ICR was above cap
Plumas County	25.000%		N/A	Submitted ICR was above cap
Riverside County	25.000%		N/A	Submitted ICR was above cap
Sacramento County	13.010%		N/A	
San Benito County	25.000%		N/A	Submitted ICR was above cap
San Bernardino County	14.940%		N/A	
San Diego County	25.000%		N/A	Submitted ICR was above cap
San Francisco	25.000%		N/A	Submitted ICR was above cap
San Joaquin County	25.000%		N/A	Submitted ICR was above cap
San Luis Obispo County	25.000%		N/A	Submitted ICR was above cap
San Mateo County	25.000%		N/A	Submitted ICR was above cap
Santa Barbara County	22.180%		N/A	
Santa Clara County	25.000%		N/A	Submitted ICR was above cap
Santa Cruz County	21.130%		N/A	
Shasta County	25.000%		N/A	Submitted ICR was above cap
Sierra County	25.000%		N/A	Submitted ICR was above cap
Siskiyou County	24.390%		N/A	
Solano County	No data	15.000%	N/A	Submitted ICR was above cap
Sonoma County	22.420%		N/A	
Stanislaus County	25.000%		N/A	Submitted ICR was above cap
Sutter County	25.000%		N/A	Submitted ICR was above cap



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH County Indirect Rates to be applied to Contracts

2019/20 Indirect Cost Rate Applied

County/City	Total Personnel Cost	Total Allowable Direct Cost	Cognizant Rate	2019/20 Notes
Tehama County	25.000%		N/A	Submitted ICR was above cap
Trinity County	25.000%		N/A	Submitted ICR was above cap
Tulare County	13.620%		N/A	
Tuolumne County	25.000%		N/A	Submitted ICR was above cap
Ventura County	15.860%		N/A	
Yolo County	25.000%		N/A	Submitted ICR was above cap
Yuba County	25.000%		N/A	Submitted ICR was above cap

Travel Reimbursement Information

(Lodging and Per Diem Reimbursement Effective 01/01/19)

- 1. The following rate policy is to be applied for reimbursing the travel expenses of persons under contract. The terms "contract" and/or "subcontract" have the same meaning as "grantee" and/or "subgrantee" where applicable.
 - a. Reimbursement for travel and/or per diem shall be at the rates established for nonrepresented/excluded state employees. Exceptions to California Department of Human Resources (CalHR) lodging rates may be approved by *the California Department of Public Health (CDPH)* upon the receipt of a statement on/with an invoice indicating that such rates are not available.
 - b. Short Term Travel is defined as a 24-hour period, and less than 31 consecutive days, and is at least 50 miles from the main office, headquarters or primary residence. Starting time is whenever a contract *or* subcontract employee leaves his or her home or headquarters. "Headquarters" is defined as the place where the contracted personnel spends the largest portion of their working time and returns to upon the completion of assignments. Headquarters may be individually established for each traveler and approved verbally or in writing by the program funding the agreement. Verbal approval shall be followed up in writing or email.
 - c. Contractors on travel status for more than one 24-hour period and less than 31 consecutive days may claim a fractional part of a period of more than 24 hours. Consult the chart appearing on Page 2 of this exhibit to determine the reimbursement allowance. All lodging reimbursement claims must be supported by a receipt*. If a contractor does not or cannot present receipts, lodging expenses will not be reimbursed.

Travel Location / Area	Reimbursement Rate
Statewide (excluding the counties identified below)	\$ 90.00 plus tax
Counties of Napa, Riverside and Sacramento	\$ 95.00 plus tax
Counties of Los Angeles, Orange and Ventura counties, and Edwards AFB, excluding the City of Santa Monica	\$120.00 plus tax
Counties of Monterey and San Diego,	\$125.00 plus tax
Counties of Alameda, San Mateo, and Santa Clara	\$140.00 plus tax
City of Santa Monica	\$150.00 plus tax
Counties of San Francisco	\$250.00 plus tax

(1) Lodging (with receipts*):

Reimbursement for actual lodging expenses that exceed the above amounts may be allowed with the advance approval of the Deputy Director of the California Department of *Public* Health *(CDPH)* or his or her designee. Receipts are required.

*Receipts from Internet lodging reservation services such as Priceline.com which require prepayment for that service, ARE NOT ACCEPTABLE LODGING RECEIPTS and are not reimbursable without a valid lodging receipt from a lodging establishment.

(2) Meal/Supplemental Expenses (with or without receipts): With receipts, the contractor will be reimbursed actual amounts spent up to the maximum for each full 24-hour period of travel.

Meal / Expense	Reimbursement Rate
Breakfast	\$ 7.00
Lunch	\$ 11.00
Dinner	\$ 23.00
Incidental expenses	\$ 5.00

d. Out-of-state travel may only be reimbursed if such travel is necessitated by the scope or statement of work and has been approved in advance by the program with which the contract is held. For out-of-state travel, contractors may be reimbursed actual lodging expenses, supported by a receipt, and may be reimbursed for meals and supplemental expenses for each 24-hour period computed at the rates listed in c. (2) above. For all out-of-state travel, contractors/subcontractors must have prior CDPH written or verbal approval. Verbal approval shall be confirmed in writing (email or memo).

Travel Reimbursement Information (Continued)

- e. In computing allowances for continuous periods of travel of less than 24 hours, consult the chart appearing on Page 2 of this exhibit.
- f. No meal or lodging expenses will be reimbursed for any period of travel that occurs within normal working hours, unless expenses are incurred at least 50 miles from headquarters.
- 2. If any of the reimbursement rates stated herein is changed by CalHR, no formal contract amendment will be required to incorporate the new rates. However, CDPH shall inform the contractor, in writing, of the revised travel reimbursement rates and the applicable effective date of any rate change.

At CDPH's discretion, changes or revisions made by CDPH to this exhibit, excluding travel reimbursement policies established by CalHR may be applied retroactively to any agreement to which a Travel Reimbursement Information exhibit is attached, incorporated by reference, or applied by CDPH program policy. Changes to the travel reimbursement rates stated herein may not be applied earlier than the date a rate change is approved by CalHR.

- For transportation expenses, the contractor must retain receipts for parking; taxi, airline, bus, or rail tickets; car rental; or any other travel receipts pertaining to each trip for attachment to an invoice as substantiation for reimbursement. Reimbursement may be requested for commercial carrier fares; private car mileage; parking fees; bridge tolls; taxi, bus, or streetcar fares; and auto rental fees when substantiated by a receipt.
- 4. Note on use of autos: If a contractor uses his/her or a company car for transportation, the rate of reimbursement will be <u>58 cents</u> maximum per mile. If a contractor uses his/her or a company car "in lieu of" airfare, the air coach fare will be the maximum paid by the State. The contractor must provide a cost comparison upon request by the State. Gasoline and routine automobile repair expenses are not reimbursable.
- 5. The contractor is required to furnish details surrounding each period of travel. Travel expense reimbursement detail may include, but not be limited to: purpose of travel, departure and return times, destination points, miles driven, mode of transportation, etc. Reimbursement for travel expenses may be withheld pending receipt of adequate travel documentation.
- 6. Contractors are to consult with the program with which the contract is held to obtain specific invoicing procedures.

Length of travel period	This condition exists	Allowable Meal(s)
Less than 24 hours	Trip begins at or before 6 a.m. and ends at or after 9 a.m.	Breakfast may be claimed.
Less than 24 hours	Trip begins at or before 4 p.m. and ends at or after 7 p.m.	Dinner may be claimed.
Contractor may not claim overnight stay, meals claim	han 24 hours and there's no	
24 hours	Trip begins at or before 6 a.m.	Breakfast may be claimed.
24 hours	Trip begins at or before 11 a.m.	Lunch may be claimed.
24 hours	Trip begins at or before 5 p.m.	Dinner may be claimed.
More than 24 hours	Trip ends at or after 8 a.m.	Breakfast may be claimed.
More than 24 hours	Trip ends at or after 2 p.m.	Lunch may be claimed.
More than 24 hours	Trip ends at or after 7 p.m.	Dinner may be claimed.

Per Diem Reimbursement Guide

Contractor may *not* claim meals provided by the State, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.