

PROPOSED LONG-TERM SUBSISTENCE RATES. (XX/XX/XX)

Long-term subsistence involves at least thirty (30) days in travel status outside of a fifty (50) mile radius of both one's residence and duty post.

The lodging and meal reimbursement rates for the appropriate season and location may be reimbursed for up to the first seven (7) days of travel if arrangements for housing cannot be made before travel.

After this initial seven-day (7-day) period, meals will be reimbursed at the rate of fifty percent (50%) of the amounts allowed for full days contained elsewhere in this section of SAAM.

For example: A State employee is on a long-term assignment to Los Angeles, CA. The daily meal allowance in effect at the time for Los Angeles is fifty-four dollars (\$54). The amount of meal reimbursement that would be allowed while qualifying for a long-term subsistence allowance (i.e., after the initial 7-day period) in Los Angeles would be twenty-seven dollars (\$27) per day ($\$54 \times 50\% = \27).

After this initial seven-day (7-day) period, daily long-term lodging will be reimbursed at the rate of twenty-five percent (25%) of the amount allowed for a day's short-term lodging. The rate that will be allowed is that which is in effect at the location on the first day of the agreement or lease. The calculation is to be based on a thirty-day (30-day) month for each month of the lease.

For example: A State employee is on long-term assignment to Los Angeles, CA. After his initial seven (7) days in Los Angeles, he enters into a six-month (6-month) lease for an apartment. The lease begins on March 1 and runs through August 31. The lodging rate in effect on March 1 is one-hundred fifty-seven dollars (\$157) a night. The monthly rent the traveler may pay is one thousand one hundred seventy-seven dollars and fifty cents (\$1,177.50) per month ($\$157 \times 25\% \times 30$). This amount may be reimbursed during the course of the lease even though the short-term lodging allowance decreases by seven dollars (\$7) per night on April 1.

Amounts requested or required in excess of those derived in accordance with the formulas established herein require the approval of the State Comptroller.