



STEGE SANITARY DISTRICT
7500 Schmidt Lane
El Cerrito, CA 94530

TRAVEL EXPENSE CLAIM

NAME (PRINT) _____ DATE _____
MAILING ADDRESS _____ CITY _____ ZIP CODE _____

DATE	LOCATION	ACTIVITY	DEP. TIME/RET. TIME	LODGING	LODGING	LODGING	LODGING	LODGING	LODGING	TOTALS
1. ROOM				MEALS	MEALS	MEALS	MEALS	MEALS	MEALS	TOTALS
2. BREAKFAST										TOTALS
3. LUNCH										TOTALS
4. DINNER										TOTALS
5. INCIDENTALS										TOTALS
6. PER DIEM										TOTALS
7. COMMON CARRIER				TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TOTALS
8. AIRPORTER										TOTALS
9. MILES										TOTALS
10. PERSONAL CAR*										TOTALS
11. PARKING										TOTALS
12. BRIDGE TOLLS										TOTALS
11. TAXI				MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	TOTALS
12. RENTAL CAR										TOTALS
13. OTHER (EXPLAIN)										TOTALS
TOTAL										TOTAL

ACCOUNTING USE ONLY
Acct. No. _____
Date Paid _____
Warrant No. _____

I hereby certify that this is a true statement of travel expenses incurred by me in accordance with the current travel expense policy of the Stege Sanitary District during the period of this claim, that all items shown were for official business of the District, and that no expenses herein were received or paid from any other source

Signature _____
Title _____

Total Expense (this page) _____
Total from attached pages _____
Grand Total Expenses _____
Less - Travel Advance _____
Less - Dist. Credit Card _____

Balance Due _____
Employee _____
Stege Sanitary District _____

RECOMMENDED FOR PAYMENT:
District Manager
APPROVED:
President, Stege Sanitary District

DATE _____ ITEM _____ COMMENT** _____

*Standard mileage rate .57.5 cents per mile 01/01/2020
**Refer to Administrative Procedure No. A102-1202



IRS issues standard mileage rates for 2020

IR-2019-215, December 31, 2019

WASHINGTON — The Internal Revenue Service today issued the 2020 optional standard mileage rates (PDF) used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2020, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 57.5 cents per mile driven for business use, down one half of a cent from the rate for 2019,
- 17 cents per mile driven for medical or moving purposes, down three cents from the rate for 2019, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate decreased one half of a cent for business travel driven and three cents for medical and certain moving expense from the rates for 2019. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details, see [Rev. Proc. 2019-46 \(PDF\)](#).

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than five vehicles used simultaneously. These and other limitations are described in section 4.05 of [Rev. Proc. 2019-46 \(PDF\)](#).

Notice 2020-05 (PDF), posted today on [IRS.gov](#), contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan. In addition, for employer-provided vehicles, the Notice provides the maximum

fair market value of automobiles first made available to employees for personal use in calendar year 2020 for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile valuation rule in § 1.61-21(e).

Page Last Reviewed or Updated: 31-Dec-2019

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California Per Diem Rates for FY 2020

There are 20 areas in California for which location-specific per diem rates are specified by the federal government. For travel to areas within California that do not have specified per diem rates, the general per diem rates are used.

The per diem rates shown here are effective beginning **October 2019**. For a full schedule of per diem rates by month and year for the areas, click on any of the California destination names below.

General California Per Diems:

\$96.00

per night lodging

\$55.00

per day meals

Destination	County	Meal Rate	Lodging Rate
Antioch / Brentwood / Concord	Contra Costa County	\$66.00	\$165.00
Bakersfield / Ridgecrest	Kern County	\$61.00	\$111.00
Barstow / Ontario / Victorville	San Bernardino County	\$61.00	\$107.00
Death Valley	Inyo County	\$66.00	\$121.00
Eureka / Arcata / McKinleyville	Humboldt County	\$71.00	\$100.00
Fresno	Fresno County	\$66.00	\$110.00
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica County	\$66.00	\$181.00
Mammoth Lakes	Mono County	\$76.00	\$135.00
Mill Valley / San Rafael / Novato	Marin County	\$76.00	\$160.00
Monterey	Monterey County	\$76.00	\$161.00
Napa	Napa County	\$66.00	\$160.00
Oakhurst	Madera County	\$71.00	\$102.00
Oakland	Alameda County	\$66.00	\$195.00
Palm Springs	Riverside County	\$66.00	\$140.00
Point Arena / Gualala	Mendocino County	\$76.00	\$125.00
Sacramento	Sacramento County	\$66.00	\$140.00
San Diego	San Diego County	\$71.00	\$173.00
San Francisco	San Francisco County	\$76.00	\$302.00
San Luis Obispo	San Luis Obispo County	\$71.00	\$124.00

San Mateo / Foster City / Belmont	San Mateo County	\$66.00	\$231.00
Santa Barbara	Santa Barbara County	\$76.00	\$171.00
Santa Cruz	Santa Cruz County	\$61.00	\$130.00
Santa Monica	City limits of Santa Monica County	\$76.00	\$248.00
Santa Rosa	Sonoma County	\$71.00	\$158.00
South Lake Tahoe	El Dorado County	\$66.00	\$119.00
Stockton	San Joaquin County	\$61.00	\$136.00
Sunnyvale / Palo Alto / San Jose	Santa Clara County	\$66.00	\$253.00
Tahoe City	Placer County	\$61.00	\$122.00
Truckee	Nevada County	\$76.00	\$128.00
Visalia	Tulare County	\$61.00	\$112.00
West Sacramento / Davis	Yolo County	\$71.00	\$127.00
Yosemite National Park	Mariposa County	\$76.00	\$119.00

Per-diems for other cities in California:

If you are traveling to a city in California that does not have a specific per diem rate the standard per diem rates of **\$96.00 per night** for lodging and **\$55.00 per day** for meals and incidentals apply.

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Source: www.federalpay.org/perdiem/2020/california