

May 6, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**CHILD CARE BULLETIN (CCB) NO. 25-07**

The purpose of this Child Care Bulletin is to provide child care and development contractors with updated information regarding elimination of travel prohibitions for state-funded and state-sponsored travel, travel and per diem rates, out-of-state travel approval, and updated mileage reimbursement rates.



JENNIFER TROIA  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

May 6, 2025

CHILD CARE BULLETIN (CCB) NO. 25-07

GUIDANCE TYPE: INFORMATIVE

TO: ALL CHILD CARE AND DEVELOPMENT PROGRAMS

SUBJECT: TRAVEL AND MILEAGE REIMBURSEMENT GUIDANCE

APPLICABLE  
PROGRAMS: ALL CHILD CARE AND DEVELOPMENT PROGRAMS

REFERENCE: [SENATE BILL 447 \(CHAPTER 119, STATUTES OF 2023\)](#)  
[TITLE 2 OF THE CALIFORNIA CODE OF REGULATIONS](#)  
[\(2 CCR\) SECTION 599.619](#)  
[TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS \(5 CCR\)](#)  
[SECTION 18034](#)  
[5 CCR SECTION 18041](#)  
[ASSEMBLY BILL 1887 \(CHAPTER 687, STATUTES OF 2016\)](#)  
[FISCAL YEAR 2024-25 FUNDING TERMS & CONDITIONS](#)  
[CALIFORNIA DEPARTMENT OF HUMAN RESOURCES](#)  
[TRAVEL](#)

## Purpose

The purpose of this Child Care Bulletin (CCB) is to provide child care and development contractors with updated information regarding the following:

1. Elimination of prohibition on state-funded and state-sponsored travel to states with discriminatory laws;
2. Travel and per diem rates; and
3. Updated mileage reimbursement rates

## Background

[Section 18041 of Title 5 of the California Code of Regulations](#) requires contractors to receive prior written approval to receive reimbursement for certain out-of-state travel expenses. [5 CCR Section 18041](#) provides, in pertinent part:

Out-of-state travel expenses shall not be approved:

- For more than one employee per contract per year;
- For contractors with delinquent accounts payable which are delinquent more than ninety (90) calendar days after the date of the original invoice;
- For contractors on conditional status;
- When there is no clear benefit to the state; or
- When the benefit to the state can be obtained within California.

Additionally, [5 CCR Section 18041](#) provides a thirty calendar day timeframe for approval or denial of a request for out-of-state reimbursement, and specifies the appeal process upon denial of a request for reimbursement of out-of-state travel expenses. Also, [5 CCR Section 18034\(j\)](#) limits reimbursable costs in the form of travel and per diem expenses for child care and development contractors to rates computed in accordance with [2 CCR Section 599.619](#). Please refer to the California Department of Human Resources' Travel Reimbursements [website](#) for information on the most recent travel and per diem rates.

## Guidance

### Out-of-State Travel Requests

[Senate Bill 447](#), approved by the Governor on September 13, 2023, repealed the pertinent portions of [Assembly Bill 1887](#) prohibiting approval of a request for state-funded or state-sponsored travel to specified states, thereby eliminating the State of California's restriction on state-funded travel. There is no longer a ban on travel to states with discriminatory laws.

Requests for out-of-state travel must be submitted at least thirty (30) calendar days prior to the out-of-state travel. Contractors must submit a request to their assigned [Program Quality and Improvement Consultant](#). Contractors requesting out-of-state travel must submit the request on the [Out-of-State Travel Approval Request Form](#) along with all supporting documentation for the request, all travel costs, and a justification that clearly describes why the travel is of benefit to the state and why this benefit cannot be obtained within California.

The California Department of Social (CDSS) shall approve or deny the out-of-state travel request within thirty (30) calendar days upon receipt of the request. If the request

is denied, the contractor may appeal the decision to the PQIB Administrator in accordance with instructions specified in [5 CCR Section 18308](#).

Per [2 CCR Sections 599.619\(a\)\(1\) and \(c\)](#), receipts for meals must be maintained by the traveler, as evidence that the amount claimed is not in excess of the amount of actual expense. The term "incidentals" includes, but is not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and tips for service, such as porters and baggage carriers. It does not include taxicab fares, lodging taxes, or the costs of personal telegrams or telephone calls.

When reimbursing travel, contractors must only reimburse at rates not to exceed the rates as described in [5 CCR Section 18034\(j\)](#). The rates for travel reimbursement can be found on [Cal HR's Travel Directory](#). **Contractors are urged to read this document carefully.**

**Please note:** Reimbursement for meals and incidentals has been, and continues to be, for actual expenses only. The per diem amounts are maximums, and not an automatic allowance.

#### **Mileage Reimbursement Rates**

Reimbursement of transportation expenses is only for the method of transportation (plane, auto, train, etc.) that is in the best interest of the State, considering both cost and time. Effective January 1, 2025, the personal vehicle mileage reimbursement rate has been updated to \$0.70 cents per mile.

#### **Approved Business/Travel Expense**

<b>Incurred Travel Dates</b>	<b>Mileage Rate</b>
Effective January 1, 2025	\$0.70
January 1, 2024 – December 31, 2024	\$0.67
January 1, 2023 – December 31, 2023	\$0.655
July 1, 2022 – December 31, 2022	\$0.625

Mileage reimbursement covers:

- Gasoline
- The cost of maintenance (oil, lube, routine maintenance)
- Insurance (liability, damage, comprehensive and collision coverage)
- Licensing and registration
- Depreciation and all other costs associated with operation of the vehicle

If you have any questions or need additional guidance regarding the information in this letter, please contact your [Program Quality and Improvement Consultant](#).

You can find their contact information on the Child Care and Development Division contact webpage.

Sincerely,

***Original Document Signed By***

LUPE JAIME-MILEHAM, Ed.D.  
Deputy Director  
Child Care and Development Division