



LASSEN COUNTY SHERIFF'S OFFICE

1415 Sheriff Cady Lane Susanville, CA 96130

Administration

Phone (530) 251-8013

Fax (530) 251-2884

Dispatch

Phone (530) 257-6121

Fax (530) 257-9363

Civil

Phone (530) 251-8014

Fax (530) 251-2884

Adult Detention Facility

Phone (530) 251-5245

Fax (530) 251-5243

John McGarva
Sheriff - Coroner

To: Lassen County Board of Supervisors

From: Michael Loflin – Sergeant

Date: December 18, 2025

Agenda Date: January 13, 2026

Subject: Training request for three (3) Deputy Sheriff's to attend Drug Recognition Expert (DRE) school at the Rocklin Police Department hosted by the California Highway Patrol (CHP) from February 23, 2026 – March 5, 2026.

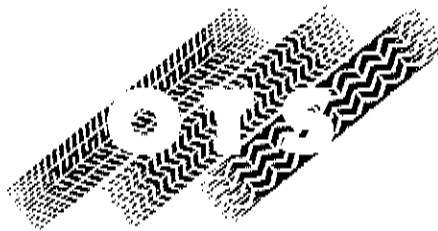
Discussion: Attached you will find the course flyer, course confirmation email for Sgt. M. Loflin, Deputy K. Becker and Deputy R. Camarena to attend, hotel reservations, travel claims for the two-week course. The course is imperative for continued success of LCSO's DUI Enforcement Team.

Recommendation: The Lassen County Board of Supervisors approve the attached travel claim packets for three (3) Deputy Sheriff's to attend the training.

Fiscal Impact: No Fiscal Impact to the General Fund – All expenditures will come out of the CHP Cannabis Grant. Fund #130-522.

DRE School

Drug Recognition Expert



CALIFORNIA OFFICE
OF TRAFFIC SAFETY



You are invited to attend the upcoming Drug Recognition Expert (DRE) course scheduled for February 23- March 5, 2026, weekdays 0800-1700 hours, located at the 4080 Rocklin Road, Rocklin, CA 95677. This 72-hour POST course is offered free of charge to all law enforcement organizations.

Prerequisite: NHTSA Standardized Field Sobriety Test (SFST) Certification AND completion of an ARIDE course.

Topics Include:

- SFST Review
- 11550 H&S
- Eye Examinations
- Drug Classification Categories
- Current Drug Trends
- Signs & Symptomology
- Physiology of Drugs
- Report Writing
- Courtroom Testimony
- Alcohol Workshop
- Field Certification Phase**
- IACP DRE Certification



CHP - DRE UNIT
(916) 843-4360

email: dre@chp.ca.gov

To register for this course, email the DRE unit at
dre@chp.ca.gov

LIMITED SEATS AVAILABLE

The course is located at:

Rocklin Police Department
4080 Rocklin Road,
Rocklin, CA 95677



CALIFORNIA

Drug Evaluation & Classification Program



Congratulations! You have been selected to participate in the upcoming Drug Recognition Expert (DRE) training class scheduled for February 23- March 5, 2026 in Rocklin, CA. We have compiled some of the best instructors throughout the state to provide you with the finest training our Department has to offer.

Schedule

The 72-hour classroom course will run Monday-Friday, 0800-1700, during the first week and Monday-Thursday, 0800-1700, during the second week. The class will not run during the intervening weekend. Please plan ahead and submit any court continuances, etc. as soon as possible.

- Phase I: DRE Pre-School. The 20-hour pre-school is the first 2.5 days of the DRE classroom course. It includes the first of two live alcohol workshops and concludes with a proficiency exam. Students who do not pass the exam will be sent home without completing the rest of the classroom course.
- Phase II: DRE School. This phase makes up the remaining 52 hours of the classroom course. It includes the second alcohol workshop and a final knowledge exam, which will determine if the student may continue on to the field certification phase.
- Phase III: Field Certifications. The 32-hour field certifications will be completed within 90 days of the end of the classroom course. Bring your upcoming schedule to class so that you can be scheduled for field certifications. In order to perform evaluations as a part of the DRE program, students must successfully complete all three phases of DRE training.

Travel Reimbursement

For CHP personnel: Please contact the DECP for pre-approval for grant-reimbursement of travel. Students who do not seek approval prior to booking lodging and transportation may not be reimbursed by the DRE grant.

- All CHP attendees who intend to complete a travel claim and who do not have access to CalATERS shall send an approved CHP 168 to the Travel Unit as soon as possible. **Do not wait to turn in a CHP 168 at the class.**

Claims will be completed during class, so make sure to bring your CalATERS log in information with you.

- **Policy requires that you book lodging via Cal Travel Store** (<http://www.caltravelstore.com/>) to ensure adherence to departmental travel policies. A CHP459A form is required to gain access to Cal Travel Store. If you are unable to locate lodging at the state rate, you can submit a Standard 255C form through your chain of command/division. If it is approved, the Travel Unit will reimburse your lodging at an increased rate. Otherwise, you will be reimbursed at the standard rate for the county plus taxes.
- Rental cars are not authorized unless approval has been granted by the appropriate Assistant Commissioner's office and will not be reimbursed by the grant.

Dress Code

While the class is in session, a professional, Academy-style dress code, respectful of IACP and the hosting Agency will be strictly enforced. All personnel wearing civilian clothing shall adhere to the dress and grooming standards as provided below.

- Appropriate business-like and professional attire includes, but is not limited to, wearing of a dress, skirt, blouse, collared shirt (band-type collar is acceptable), and slacks/long casual pants. Wearing of blue jean-type pants is discouraged. (No shorts or hats).
- If you are found not meeting the dress code policy, you will be given an opportunity to correct the issue and, if unable, you may be asked to leave the class.

Location

The class is being held at the Rocklin Police Department- 4080 Rocklin Road, Rocklin, CA 95677.

We look forward to working with you. If you have any questions or concerns, feel free to contact us at DRE@chp.ca.gov.

Michael Loflin

From: CHP-DRE <DRE@chp.ca.gov>
Sent: Tuesday, December 2, 2025 3:36 PM
To: Michael Loflin
Subject: RE: DRE Course
Attachments: Rocklin Flyer.docx; Confirmation Letter Rocklin.docx

Good afternoon,


Richard Camarena is **confirmed** for the Rocklin DRE school being held February 23- March 5 2026 at 4080 Rocklin Road, Rocklin, CA 95677. Attached, you will find a letter with more details about the class.

If you have any additional questions not answered in the attached letter, please contact us via e-mail or by phone at the number below.

Have a great day,

Briana Gonzalez
Impaired Driving Section
California Highway Patrol
Office: (916) 843-4360
DRE@chp.ca.gov
Find upcoming classes [here!](#)
Enter your evals [here!](#)

From: Michael Loflin <MiLoflin@co.lassen.ca.us>
Sent: Tuesday, December 2, 2025 10:57 AM
To: CHP-DRE <DRE@chp.ca.gov>
Subject: DRE Course

 You don't often get email from miloflin@co.lassen.ca.us. [Learn why this is important](#)

[Warning: This email originated outside of CHP. Do not click links or attachments unless you recognize the sender and know the content is safe.]

Good morning,

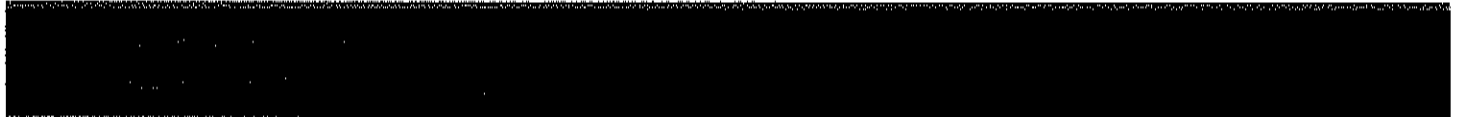
I have attached the CHP 522 for with certificates for Richard Camarena. I would like to enroll him in the DRE Course scheduled between 2/23/26 – 3/5/26 located in Rocklin, CA. If you have any questions my contact information is listed below.

Thanks,

Michael Loflin #110
Sergeant – Investigations Unit

Michael Loflin

From: CHP-DRE <DRE@chp.ca.gov>
Sent: Tuesday, December 2, 2025 9:00 AM
To: Michael Loflin
Subject: RE: DRE Course
Attachments: Rocklin Flyer.docx; Confirmation Letter Rocklin.docx



Good morning,

Michael Loflin and Kurtis Becker **are confirmed** for the Rocklin DRE school being held February 23- March 5 2026 at 4080 Rocklin Road, Rocklin, CA 95677. Attached, you will find a letter with more details about the class.

If you have any additional questions not answered in the attached letter, please contact us via e-mail or by phone at the number below.

Have a great day,

California Highway Patrol
Impaired Driving Section
Drug Evaluation and Classification Program
601 North 7th Street
Sacramento, CA 95811
Phone: (916) 843-4360
DRE@CHP.ca.gov

From: Michael Loflin <MiLoflin@co.lassen.ca.us>
Sent: Monday, December 1, 2025 5:03 PM
To: CHP-DRE <DRE@chp.ca.gov>
Subject: DRE Course



You don't often get email from miLOflin@co.lassen.ca.us. [Learn why this is important](#)

[Warning: This email originated outside of CHP. Do not click links or attachments unless you recognize the sender and know the content is safe.]

Good afternoon,

I would like to register three deputies for the DRE course scheduled between 2/23/26 – 3/5/26 located in Rocklin, CA. I have attached CHP 522 forms with certificates for Michael Loflin and Kurtis Becker. The third deputy will be Richard Camarena, I will email the 522 form with his certificates tomorrow. Let me know if there is anything else that you need. My contact information is listed below.

Thanks,

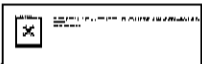
Michael Loflin #110
Sergeant – Investigations Unit
Lassen County Sheriff's Office
1415 Sheriff Cady Lane
Susanville, CA 96130
Dispatch: 530-257-6121
Office: 530-251-7126
Fax: 530-257-9363
mlloflin@co.lassen.ca.us



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Michael Loflin

From: Homewood Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Thursday, December 18, 2025 10:17 AM
To: Michael Loflin
Subject: Your Feb-22-2026 Confirmation #52824614



Hello, MICHAEL

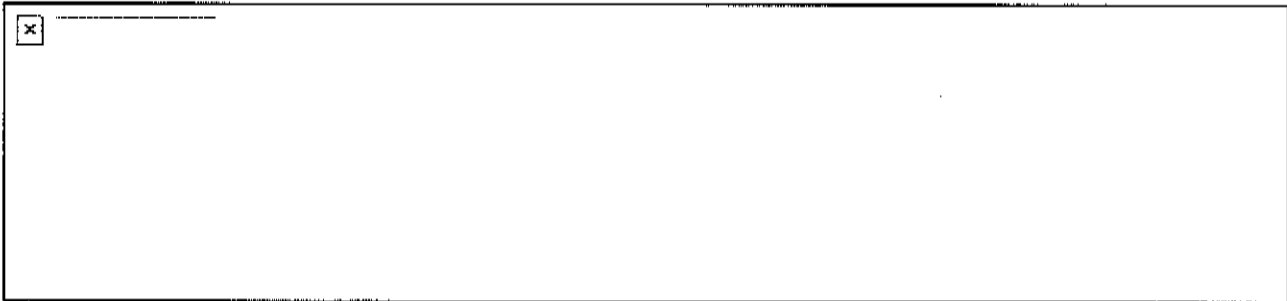
[View Account →](#)

Hilton Honors Member [#1325776068](#)


31,440 Points


See you soon, MICHAEL LOFLIN

Your reservation for Feb-22-2026 has been confirmed.
Confirmation #52824614



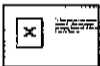
Homewood Suites by Hilton Sacramento - Roseville

 401 Creekside Ridge Court
Roseville CA 95678 US
[Maps & Directions>>](#)

 +19167837455

Sunday
Feb 22

Check In: 3:00 PM



5
Nights

Friday
Feb 27

Check Out: 12:00 PM



Add to Calendar (iOS/Outlook)



Add to Calendar (Other)

Your Room Information

Guest Name: MICHAEL LOFLIN
Guests: 1 Adult
Rooms: 1
Room Plan: 1 QUEEN STUDIO STE
NONSMOK

Your Rate Information STATE GOVERNMENT

Rate per night	
22-Feb-2026 - 27-Feb-2026	131.00 USD
Total for Stay per Room Rate	655.00 USD
Taxes	65.50 USD
Mandatory Charge	33.95 USD

Total price for Stay 754.45 USD

 [Modify Your Reservation >>](#)

Plan Ahead With These Tips:

Sound sleep for an epic tomorrow

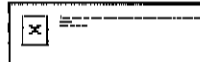
Rest and recharge with Calm on in-room TVs at over 2,400 Hilton hotels in the U.S. and Canada.

[Learn more](#)

Michael Loflin

From: Homewood Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Thursday, December 18, 2025 10:17 AM
To: Michael Loflin
Subject: Your Feb-22-2026 Confirmation #52824590

Hi Michael,



Hello, MICHAEL

[View Account →](#)

Hilton Honors Member #1325776068

31,440 Points

See you soon, MICHAEL LOFLIN

RUTHIE BRULIN

Your reservation for Feb-22-2026 has been confirmed.

Confirmation #52824590



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401 Creekside Ridge Court
Roseville CA 95678 US

[Maps & Directions>>](#)

+19167837455

Sunday

Feb 22

Check In: 3:00 PM



5

Nights

Friday

Feb 27

Check Out: 12:00 PM



Add to Calendar (iOS/Outlook)



Add to Calendar (Other)

Your Room Information

Guest Name: MICHAEL LOFLIN
Guests: 2 Adults
Rooms: 1
Room Plan: 1 QUEEN STUDIO STE
NONSMOK

Your Rate Information STATE GOVERNMENT

Rate per night
22-Feb-2026 - 27-Feb-2026 131.00 USD
Total for Stay per Room Rate 655.00 USD
Taxes 65.50 USD
Mandatory Charge 33.95 USD

Total price for Stay 754.45 USD

 [Modify Your Reservation >>](#)

Plan Ahead With These Tips:

Sound sleep for an epic tomorrow

Rest and recharge with Calm on in-room TVs at over 2,400 Hilton hotels in the U.S. and Canada.

[Learn more](#)

Michael Loflin

From: Homewood Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Thursday, December 18, 2025 10:17 AM
To: Michael Loflin
Subject: Your Feb-22-2026 Confirmation #52824562



Hello, MICHAEL

[View Account →](#)

Hilton Honors Member #1325776068

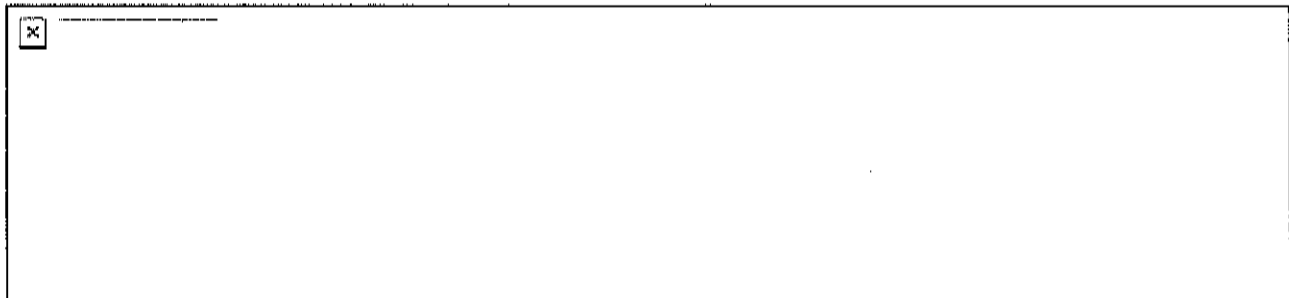
31,440 Points

See you soon, MICHAEL LOFLIN


Your reservation for Feb-22-2026 has been confirmed.

Confirmation #52824562


Richard Cameron



Homewood Suites by Hilton Sacramento - Roseville

 401 Creekside Ridge Court
Roseville CA 95678 US

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Sunday

Feb 22

Check In: 3:00 PM



5

Nights

Friday

Feb 27

Check Out: 12:00 PM



Add to Calendar (iOS/Outlook)



Add to Calendar (Other)

Your Room Information

Guest Name: MICHAEL LOFLIN
Guests: 2 Adults
Rooms: 1
Room Plan: 1 QUEEN STUDIO STE
NONSMOK

Your Rate Information STATE GOVERNMENT

Rate per night
22-Feb-2026 - 27-Feb-2026 131.00 USD
Total for Stay per Room Rate 655.00 USD
Taxes 65.50 USD
Mandatory Charge 33.95 USD

Total price for Stay 754.45 USD

 [Modify Your Reservation >>](#)

Plan Ahead With These Tips:

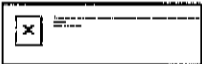
Sound sleep for an epic tomorrow

Rest and recharge with Calm on in-room TVs at over 2,400 Hilton hotels in the U.S. and Canada.

[Learn more](#)

Michael Loflin

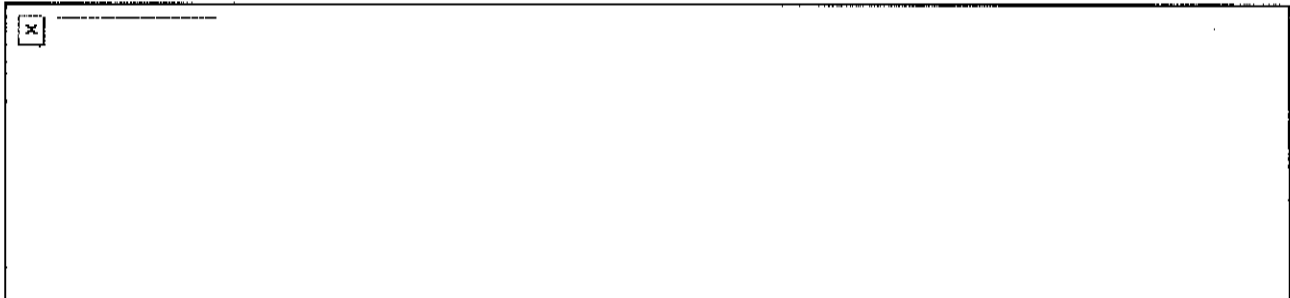
From: Homewood Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Thursday, December 18, 2025 10:21 AM
To: Michael Loflin
Subject: Your Mar-01-2026 Confirmation #52819049





Hello, MICHAEL [View Account →](#)

Hilton Honors Member #1325776068 31,440 Points


See you soon, MICHAEL LOFLIN
Your reservation for Mar-01-2026 has been confirmed.
Confirmation #52819049



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 401 Creekside Ridge Court
Roseville CA 95678 US  +19167837455
[Maps & Directions>>](#)

Sunday		Thursday
Mar 01	4	Mar 05
Check In: 3:00 PM	Nights	Check Out: 12:00 PM

 [Add to Calendar \(iOS/Outlook\)](#)  [Add to Calendar \(Other\)](#)

Your Room Information

Guest Name: MICHAEL LOFLIN
Guests: 1 Adult
Rooms: 1
Room Plan: 1 QUEEN STUDIO STE
NONSMOK

Your Rate Information STATE GOVERNMENT

Rate per night
01-Mar-2026 - 05-Mar-2026 131.00 USD
Total for Stay per Room Rate 524.00 USD
Taxes 52.40 USD
Mandatory Charge 27.16 USD

Total price for Stay 603.56 USD

 [Modify Your Reservation >>](#)

Plan Ahead With These Tips:

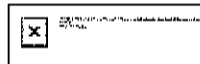
Sound sleep for an epic tomorrow

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Michael Loflin

From: Homewood Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Thursday, December 18, 2025 10:21 AM
To: Michael Loflin
Subject: Your Mar-01-2026 Confirmation #52819036



Hello, MICHAEL

[View Account](#) →

Hilton Honors Member #1325776068

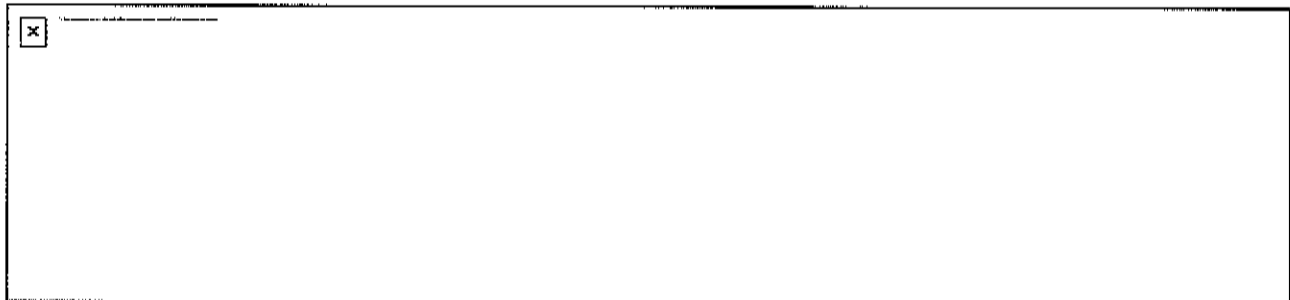
31,440 Points

See you soon, MICHAEL LOFLIN

Kristen Becker

Your reservation for Mar-01-2026 has been confirmed.

Confirmation #52819036



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401 Creekside Ridge Court
Roseville CA 95678 US

[Maps & Directions>>](#)

+19167837455

Sunday

Mar 01

Check In: 3:00 PM



4

Nights

Thursday

Mar 05

Check Out: 12:00 PM



Add to Calendar (iOS/Outlook)



Add to Calendar (Other)

Your Room Information

Guest Name: MICHAEL LOFLIN
Guests: 2 Adults
Rooms: 1
Room Plan: 1 QUEEN STUDIO STE
NONSMOK

Your Rate Information STATE GOVERNMENT

Rate per night
01-Mar-2026 - 05-Mar-2026 131.00 USD
Total for Stay per Room Rate 524.00 USD
Taxes 52.40 USD
Mandatory Charge 27.16 USD

Total price for Stay 603.56 USD

 [Modify Your Reservation >>](#)

Plan Ahead With These Tips:

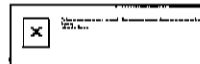
Sound sleep for an epic tomorrow

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[Learn more](#)

Michael Loflin

From: Homewood Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Thursday, December 18, 2025 10:21 AM
To: Michael Loflin
Subject: Your Mar-01-2026 Confirmation #52819017



Hello, MICHAEL

[View Account](#) →

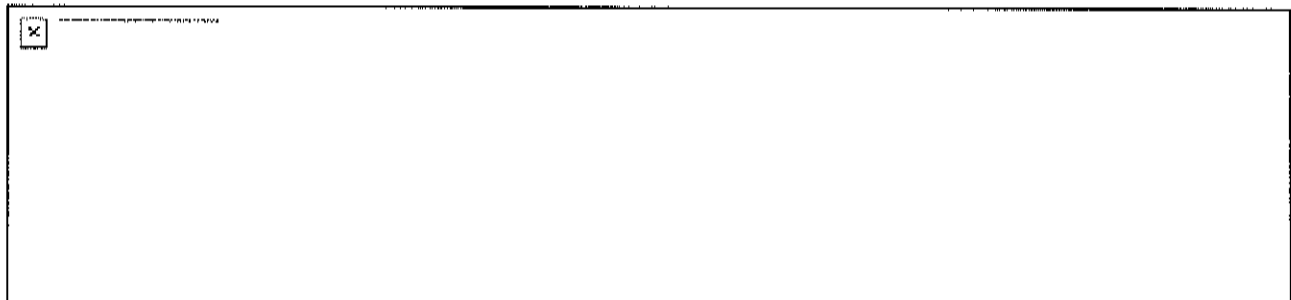
Hilton Honors Member #1325776068

31,440 Points


See you soon, MICHAEL LOFLIN *RICHARD CAMARONA*

Your reservation for Mar-01-2026 has been confirmed.


Confirmation #52819017



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 401 Creekside Ridge Court
Roseville CA 95678 US

[Maps & Directions>>](#)

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Sunday

Mar 01

Check In: 3:00 PM



4

Nights

Thursday

Mar 05

Check Out: 12:00 PM



Add to Calendar (iOS/Outlook)



Add to Calendar (Other)

Your Room Information

Guest Name: MICHAEL LOFLIN
Guests: 2 Adults
Rooms: 1
Room Plan: 1 QUEEN STUDIO STE
NONSMOK

Your Rate Information STATE GOVERNMENT

Rate per night	
01-Mar-2026 - 05-Mar-2026	131.00 USD
Total for Stay per Room Rate	524.00 USD
Taxes	52.40 USD
Mandatory Charge	27.16 USD

Total price for Stay 603.56 USD

 [Modify Your Reservation >>](#)

Plan Ahead With These Tips:

Sound sleep for an epic tomorrow

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FY 2026 per diem rates for ZIP Code 95678

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Sacramento	Sacramento	\$86	\$22	\$23	\$36	\$5	\$64.50
Tahoe City	Placer	\$86	\$22	\$23	\$36	\$5	\$64.50

Travel Claim Form

Purpose of Travel	Drug Recognition Expert (DRE)
Traveler's Name	Michael Loflin
Location	Rocklin Police Department, 4080 Rocklin Rd., Rocklin, CA, 95677
Start Date	02/22/26
End Date	02/27/26
Start Time	800
End Time	1700

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	2/22/2026	2/23/2026	2/24/2026	2/25/2026	2/26/2026	2/27/2026	
Breakfast		\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	
Lunch	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
Dinner	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	
Incidentals							
Mileage							
Transportation							
Fuel							
Parking							
Toll							
Lodging	\$150.89	\$150.89	\$150.89	\$150.89	\$150.89		
Lodging Fees/Taxes							
Airfare							
Other							
Please Specify Other:							
Daily Total	\$209.89	\$231.89	\$231.89	\$231.89	\$231.89	\$41.00	\$0.00
Grand Total	\$1,218.45						

Instructions:
Complete one Travel Claim Form per trip, per employee, per week (for trips longer than 7 days) and submit with the required supporting documentation through the GMS/Amplicand. For each trip, per employee, submit travel expenses in their entirety; do not split across multiple Reporting Periods.

Important Note:
Grantees shall not exceed the travel rates paid to exempt, excluded, and represented State of California employees and will be reimbursed at the State travel rates. Any costs beyond State travel rates will be at the expense of the Grantee.

For Meals & Incidentals- see Maximum Reimbursement Rate(s) listed below:

Maximum Reimbursement Rates

Meals & Incidental Expenses (M&IE)	Maximum reimbursement for M&IE is	Breakfast	Lunch	Dinner	Incidentals	Total M&IE
When travel status is						
Travel less than 12 hours	Not eligible for M&IE reimbursement.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
More than 12 but less than 24 hours	Up to 75% of the applicable M&IE standard rate, (allowed maximum shown)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00
	The day of departure (first day of travel)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00
	Up to 75% of the applicable M&IE standard rate, (allowed maximum shown)					
	Up to 100% of the applicable M&IE standard rate, (allowed maximum shown)	\$16.00	\$19.00	\$28.00	\$5.00	\$68.00
24 hours or more, on	Up to 75% of the applicable M&IE standard rate, (allowed maximum shown)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00
	The last day of travel					

Meals cannot be claimed if they are provided by the hotel, training, conference, etc. Snacks and continental breakfasts, such as rolls, juice, and coffee are not considered meals.

Mileage Rate (2025) \$0.700
Lodging Rates See CalHR web site

Travel Claim Form

Purpose of Travel	Drug Recognition Expert (DRE)
Traveler's Name	Kurtis Becker
Location	Rocklin Police Department, 4080 Rocklin Rd., Rocklin, CA 95677
Start Date	02/22/26
End Date	02/27/26
Start Time	800
End Time	1700

	Day 1 2/22/2026	Day 2 2/23/2026	Day 3 2/24/2026	Day 4 2/25/2026	Day 5 2/26/2026	Day 6 2/27/2026	Day 7
Date	2/22/2026	2/23/2026	2/24/2026	2/25/2026	2/26/2026	2/27/2026	
Breakfast	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	
Lunch	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
Dinner	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	
Incidentals							
Mileage							
Transportation							
Fuel							
Parking							
Toll							
Lodging	\$150.89	\$150.89	\$150.89	\$150.89	\$150.89		
Lodging Fees/Taxes							
Airfare							
Other							
Please Specify Other:							
Daily Total	\$209.89	\$231.89	\$231.89	\$231.89	\$231.89	\$81.00	\$0.00
Grand Total	\$1,218.45						

Instructions:
Complete one Travel Claim Form per trip, per employee, per week (for trips longer than 7 days) and submit with the required supporting documentation through the GMS/Amplifund. For each trip, per employee, submit travel expenses in their entirety; do not split across multiple Reporting Periods.

Important Note:
Grantees shall not exceed the travel rates paid to exempt, excluded, and represented State of California employees and will be reimbursed at the State travel rates. Any costs beyond State travel rates will be at the expense of the Grantee.

For Meals & Incidental Expenses- see Maximum Reimbursement Rates listed below.

Maximum Reimbursement Rates

Meals & Incidental Expenses (M&IE)		Maximum reimbursement for M&IE is		Breakfast	Lunch	Dinner	Incidentals	Total M&IE
When travel status is		Maximum reimbursement for M&IE is						
Travel less than 12 hours		Not eligible for M&IE reimbursement.		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
More than 12 but less than 24 hours		Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)		\$12.00	\$14.25	\$21.00	\$3.75	\$51.00
	The day of departure (first day of travel)	Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)		\$12.00	\$14.25	\$21.00	\$3.75	\$51.00
	Full days of travel	Up to 100% of the applicable M&IE standard rate. (Allowed maximum shown)		\$16.00	\$19.00	\$28.00	\$5.00	\$68.00
24 hours or more, on	The last day of travel	Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)		\$12.00	\$14.25	\$21.00	\$3.75	\$51.00

Meals cannot be claimed if they are provided by the hotel, training, conference, etc. Snacks and continental breakfasts, such as rolls, juice, and coffee, are not considered meals.

Mileage Rate (2025) \$0.700
Lodging Rates See CalHR Web site

Travel Claim Form

Purpose of Travel	Drug Recognition Expert (DRE)
Traveler's Name	Richard Camarena
Location	Rocklin Police Department, 4090 Rocklin Rd., Rocklin, CA, 95677
Start Date	02/22/26
End Date	02/27/26
Start Time	800
End Time	1700

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	2/22/2026	2/23/2026	2/24/2026	2/25/2026	2/26/2026	2/27/2026	
Breakfast		\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	
Lunch	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
Dinner	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	
Incidentals							
Mileage							
Transportation							
Fuel							
Parking							
Toll							
Lodging	\$150.89	\$150.89	\$150.89	\$150.89	\$150.89		
Lodging Fees/Taxes							
Admire							
Other							
Please Specify Other:							
Daily Total	\$209.89	\$231.89	\$231.89	\$231.89	\$231.89	\$31.00	\$0.00
Grand Total	\$1,218.45						

Instructions:
Complete one Travel Claim Form per trip, per employee, per week (for trips longer than 7 days) and submit with the required supporting documentation through the GMS/Amplifund. For each trip, per employee, submit travel expenses in their entirety; do not split across multiple Reporting Periods.

Important Note:
Grantees shall not exceed the travel rates paid to exempt, excluded, and represented State of California employees and will be reimbursed at the State travel rates. Any costs beyond State travel rates will be at the expense of the Grantee.

For Meals & Incidental Expenses- see Maximum Reimbursement Rate(s) listed below:

Maximum Reimbursement Rates

Meals & Incidental Expenses (M&IE)								
When travel status is	Maximum reimbursement for M&IE is	Breakfast	Lunch	Dinner	Incidentals	Total M&IE		
Travel less than 12 hours	Not eligible for M&IE reimbursement.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
More than 12 but less than 24 hours	Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00		
	Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00		
24 hours or more, on	Up to 100% of the applicable M&IE standard rate. (Allowed maximum shown)	\$16.00	\$19.00	\$28.00	\$5.00	\$68.00		
	Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00		

Meals cannot be claimed if they are provided by the hotel, training conference, etc. Snacks and continental breakfasts, such as rolls, juice, and coffee, are not considered meals.

Mileage Rate (2025) \$0.700
Lodging Rates See CalHR Web site

Travel Claim Form

Purpose of Travel	Drug Recognition Expert (DRE)
Traveler's Name	Michael Loflin
Location	Rocklin Police Department 4080 Rocklin Rd., Rocklin, CA 95677
Start Date	03/01/26
End Date	03/05/26
Start Time	800
End Time	1700

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	3/1/2026	3/2/2026	3/3/2026	3/4/2026	3/5/2026		
Breakfast		\$22.00	\$22.00	\$22.00	\$22.00		
Lunch	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00		
Dinner	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00		
Incidentals							
Mileage							
Transportation							
Fuel							
Parking							
Toll							
Lodging	\$150.89	\$150.89	\$150.89	\$150.89			
Lodging Fees/Taxes							
Airfare							
Other							
Please Specify Other:							

Daily Total	\$209.89	\$231.89	\$231.89	\$231.89	\$81.00	\$0.00	\$0.00
Grand Total	\$986.56						

Instructions:
 Complete one Travel Claim Form per trip, per employee, per week (for trips longer than 7 days) and submit with the required supporting documentation through the GMS/Amegifund. For each trip, per employee, submit travel expenses in their entirety, do not split across multiple Reporting Periods.

Important Note:
 Grantees shall not exceed the travel rates paid to exempt, excluded, and represented State of California employees and will be reimbursed at the State travel rates. Any costs beyond State travel rates will be at the expense of the Grantee.

For Meals & Incidentals Expenses- see Maximum Reimbursement Rates) listed below:

Maximum Reimbursement Rates

Meals & Incidentals Expenses (M&IE)	Maximum reimbursement for M&IE is	Breakfast	Lunch	Dinner	Incidentals	Total M&IE
When travel status is						
Travel less than 12 hours	Not eligible for M&IE reimbursement.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
More than 12 but less than 24 hours	Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00
	The day of departure (first day of travel)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00
	Full days of travel	\$16.00	\$19.00	\$28.00	\$5.00	\$68.00
24 hours or more, on	Up to 100% of the applicable M&IE standard rate. (Allowed maximum shown)	\$16.00	\$19.00	\$28.00	\$5.00	\$68.00
	The last day of travel	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00
	Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00

Meals cannot be claimed if they are provided by the hotel, training, conference, etc. Snacks and continental breakfasts, such as rolls, juice, and coffee, are not considered meals.

Mileage Rate (2025) \$0.700
 Lodging Rates See CalHR Web site

Travel Claim Form

Purpose of Travel	Drug Recognition Expert (DRE)
Traveler's Name	Kurtis Becker
Location	Rocklin Police Department, 4090 Rocklin Rd., Rocklin, CA 95677
Start Date	03/01/26
End Date	03/05/26
Start Time	800
End Time	1700

	Day 1 3/1/2026	Day 2 3/2/2026	Day 3 3/3/2026	Day 4 3/4/2026	Day 5 3/5/2026	Day 6	Day 7
Date							
Breakfast	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00		
Lunch	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00		
Dinner	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00		
Incidentals							
Mileage							
Transportation							
Fuel							
Parking							
Toll							
Lodging	\$150.89	\$150.89	\$150.89	\$150.89			
Lodging Fees/Taxes							
Airfare							
Other							
Please Specify Other:							
Daily Total	\$208.89	\$231.89	\$231.89	\$231.89	\$81.00	\$0.00	\$0.00
Grand Total	\$998.56						

Instructions: Complete one Travel Claim Form per trip, per employee, per week (for trips longer than 7 days) and submit with the required supporting documentation through the GMS/Amplifund. For each trip, per employee, submit travel expenses in their entirety; do not split across multiple Reporting Periods.

Important Note: Grantees shall not exceed the travel rates paid to exempt, excluded, and represented State of California employees and will be reimbursed at the State travel rates. Any costs beyond State travel rates will be at the expense of the Grantee.

For Meals & Incidentals Expenses- see Maximum Reimbursement Rate(s) listed below:
Maximum Reimbursement Rates

Meals & Incidentals Expenses (M&IE)								
When travel status is	Maximum reimbursement for M&IE is	Breakfast	Lunch	Dinner	Incidentals	Total M&IE		
Travel less than 12 hours	Not eligible for M&IE reimbursement.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
More than 12 but less than 24 hours	Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00		
	The day of departure (first day of travel)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00		
	Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)							
24 hours or more, on	Up to 100% of the applicable M&IE standard rate. (Allowed maximum shown)	\$16.00	\$19.00	\$28.00	\$5.00	\$68.00		
	Full days of travel							
	The last day of travel	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00		
	Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)							

Meals cannot be claimed if they are provided by the hotel, training, conference, etc. Snacks and continental breakfasts, such as rolls, juice, and coffee, are not considered meals.

Mileage Rate (2025) \$0.700
Lodging Rates See CalHR Web site

Travel Claim Form

Purpose of Travel	Duty Recognition Expert (DRE)
Traveler's Name	Richard Camarena
Location	Rocklin Police Department, 4080 Rocklin Rd., Rocklin, CA. 95677
Start Date	03/01/26
End Date	03/05/26
Start Time	800
End Time	1700

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	3/1/2026	3/2/2026	3/3/2026	3/4/2026	3/5/2026		
Breakfast		\$22.00	\$22.00	\$22.00	\$22.00		
Lunch	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00		
Dinner	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00		
Incidentals							
Mileage							
Transportation							
Fuel							
Parking							
Toll							
Lodging	\$150.89	\$150.89	\$150.89	\$150.89			
Lodging Fees/Taxes							
Airfare							
Other							
Please Specify Other:							
Daily Total	\$209.89	\$231.89	\$231.89	\$231.89	\$81.00	\$0.00	\$0.00
Grand Total	\$996.56						

Instructions:
Complete one Travel Claim Form per trip, per employee, per week (for trips longer than 7 days) and submit with the required supporting documentation through the GMS/Amplifund. For each trip, per employee, submit travel expenses in their entirety; do not split across multiple Reporting Periods.

Important Note:
Granteee shall not exceed the travel rates paid to exempt, excluded, and represented State of California employees and will be reimbursed at the State travel rates. Any costs beyond State travel rates will be at the expense of the Grantee.

For Meals & Incidental Expenses- see Maximum Reimbursement Rate(s) listed below:

Maximum Reimbursement Rates

Meals & Incidental Expenses (M&IE)	Maximum reimbursement for M&IE is	Breakfast	Lunch	Dinner	Incidentals	Total M&IE
When travel status is						
Travel less than 12 hours	Not eligible for M&IE reimbursement.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
More than 12 but less than 24 hours	Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00
	The day of departure (first day of travel)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00
	Up to 100% of the applicable M&IE standard rate. (Allowed maximum shown)	\$16.00	\$19.00	\$28.00	\$5.00	\$68.00
24 hours or more, on	Up to 75% of the applicable M&IE standard rate. (Allowed maximum shown)	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00
	The last day of travel	\$12.00	\$14.25	\$21.00	\$3.75	\$51.00

Meals cannot be claimed if they are provided by the hotel, training, conference, etc. Snacks and continental breakfasts, such as rolls, juice, and coffee, are not considered meals.

Mileage Rate (2025) \$0.700
Lodging Rates See CalHR Web site