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## MEMORANDUM

**DATE:** AUGUST 01, 2025

**TO:** MULTIBENEFIT LAND REPURPOSING GRANTEES

**FROM:** MULTIBENEFIT LAND REPURPOSING STAFF

**SUBJECT:** PROPOSAL FOR CORRECTION TO GUIDELINES ON TRAVEL COSTS

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The Round 1 and Round 2 Multibenefit Land Repurposing (MLRP) Guidelines contain the following statement regarding travel under the Direct Costs Section on page 24 of the Round 1 Guidelines document and page 22 of the Round 2 Guidelines:

“Travel. Eligible travel costs can only be used for in-state travel for the watershed coordinator as necessary to complete coordination work. Mileage for watershed coordinator activities is reimbursable if included in the proposed budget and work plan. In addition to mileage for watershed coordinator activities, costs must meet the requirements outlined below and in the Grant Agreement.”

The term watershed coordinator relates to a different program administered by the Division of Land Resource Protection. Travel funded by MLRP is not intended to be exclusive to individuals who serve as a watershed coordinator. It is program policy that travel costs are eligible for reimbursement for all staff, partners, and subcontractors working under an MLRP grant, subject to the Eligible Cost Reasonableness evaluation in Section 5 of the guidelines for both rounds. Consequently, the above quoted text from both rounds of guidelines should instead read as follows:

“Travel. Eligible travel costs can only be reimbursed used for in-state travel, for the watershed coordinator as necessary to complete coordination MLRP-related work. Mileage for watershed coordinator MLRP-related activities is reimbursable if included in the proposed budget and work plan. In addition to mileage for watershed coordinator MLRP-related activities, costs must meet the requirements outlined below and in the Grant Agreement.”

This memo formally notifies grantees of this inaccuracy. Additionally, this memo confirms that costs incurred during individual grant terms that were associated with MLRP travel conducted by grantees, partners, sub-grantees, and contractors are eligible for



reimbursement, subject to the Eligible Cost Reasonableness evaluation in Section 5 of the guidelines for both rounds. The following travel cost requirements remain in effect and unchanged for all MLRP related travel (see page 25 of the Round 1 Guidelines and pages 22-23 of the Round 2 Guidelines):

- Accommodation-related travel costs: maximum reimbursement rates based on county as shown at: <https://www.calhr.ca.gov/employees/pages/travelreimbursements.aspx> , with no option for approval of an “excess lodging rate.”
- Rental car costs or personal vehicle mileage for travel directly related to the grant activities will be reimbursed at the relevant rental car or Reimbursement Rate Per Mile for Personal Vehicle as shown here: <https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx> .
- Rental car, personal vehicle, ride share, train, or airfare costs will only be reimbursed for travel directly related to execution of the work plan, and then only if it is the typical method used to get from one location to the other. Grantees should choose the least expensive mode of transportation feasible given their travel needs.
- No other travel-related costs will be reimbursed through this grant program.

After you have completed your internal verification for travel from your employees, partners, sub-grantees and contractors, please submit invoices with these costs in conformance with the reimbursement rates listed above on CALHR’s website and guidelines. Please continue to include supporting documentation to support costs incurred.

Please reach out to your MLRP grant manager if you have any questions on this Memo.

Thank you,

MLRP Staff