



State of California—Health and Human Services Agency  
California Department of Public Health



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PL 2024-01

**DATE:** December 30, 2024

**TO:** Local Oral Health Programs (LOHPs)

**SUBJECT:** LOHP Travel and Training Guidance

**EFFECTIVE DATE:** December 30, 2024

**PURPOSE:**

This program letter provides updated guidance to the Local Oral Health Programs (LOHPs) regarding travel and training, including protocols for obtaining travel approval and travel limitations. Due to the 2024 Budget Act and current budget restrictions, including the elimination of non-mission critical travel and training as specified in [Budget Letter 24-24-Attachment II](#), preapproval is required for all travel not sponsored or organized by the Office of Oral Health (OOH). Preapproval entails including the travel and/or training in an approved budget revision and obtaining written approval by email within 60-90 days of travel from an OOH grant manager and program consultant. Additional restrictions may apply if needed.

In addition, as of October 1, 2024, the [California Department of Human Resources \(CalHR\)](#) adopted the federal General Services Administration (GSA) rates for meals and incidental expenses (M&IE) and lodging. This program letter will provide details on where to find these rates and how to use them.

**POLICY/GUIDANCE:**

**OOH-Sponsored Travel**

OOH-sponsored travel includes Project Directors Meetings (PDMs) and COHTAC Convenings. The following describes plans for these two (2) types of events in the coming fiscal years (FYs) of the 2022-2027 grant cycle.

- Project Directors Meeting (mandatory)
  - FY 2024-25: LOHPs can expect meetings to be virtual; therefore, no budget for travel is needed.
  - FY 2025-26 and FY 2026-27: Plan for one in-person meeting in Sacramento, subject to change. Up to one-two (1-2) staff may attend, though exceptions may be considered.



- COHTAC Convenings
  - FY 2024-25: Plan for one in-person event located in either northern or southern California. Up to one-two (1-2) staff may attend, though exceptions may be considered.
  - FY 2025-26 and FY 2026-27: To be determined.

### **Other In-State Travel and/or Training**

LOHPs may request travel for other in-state travel/training; however, pre-approval is required. Up to one (1) LOHP staff will be permitted to attend non-OOH-sponsored events/trainings. Submit requests for exceptions to your grant manager and program consultant along with event/training schedule and materials when obtaining pre-approval.

### **Out-of-State Travel**

If there are adequate travel funds in your budget, the National Oral Health Conference is the only out-of-state travel allowed until further notice. Although there is value to other conferences and meetings, this is the premier gathering for the latest nationwide dental public health news and information. The state will allow one (1) traveler. An exception may be made for two (2) travelers if the second traveler is presenting at the event. Presentation materials must be submitted to OOH for pre-approval. Pre-approval must be obtained in writing by email within 60-90 days of travel from an OOH grant manager and program consultant.

### **Travel Rates**

As of October 1, 2024, CalHR adopted the federal General Services Administration (GSA) rates for lodging and M&IE.

- For M&IE, the maximum reimbursement rates for both in-state and out-of-state travel are aligned with the standard GSA rates (see first row in first table [here](#)).
- For lodging, federal standard and non-standard reimbursement lodging rates at time of in-state travel (see first table [here](#)) or out-of-state travel (select state [here](#) and see first table on following page) will be used.

Please send questions to [DentalDirector@cdph.ca.gov](mailto:DentalDirector@cdph.ca.gov).

Sincerely,

*Shakalpi Pendurkar*

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