

# TRAVEL MATRIX AND INFORMATION

**MILEAGE Reimbursement Rate: Jan 1, 2024 Mileage rates: Tier 1, 0.67, Tier 2, 0.21**

**MEAL and LODGING PER DIEM EFFECTIVE Oct 01.2023**

**Note: Travel expense must NOT be claimed prior to travel taking place.**

**Note: Must be in travel status to claim meals**

## TXIX Volunteers: Non-overnight travel (taxable meals)

**Breakfast: 25%** of daily per diem

⇒ Assignment must begin by 6:00 AM and last at least 4 hours away from home.

**Lunch: 25%** of daily per diem

⇒ Assignment must begin by 11:00 AM and last at least 4 hours away from home.

**\*Both breakfast & lunch**

⇒ **Assignment must begin by 6 AM and end after 2 PM.**

**Dinner: 50%** of daily per diem

⇒ Assignment must end on or after 7:00 PM and have lasted at least 4 hours.

## NON-OVERNIGHT travel: (taxable meals)

\*Note: Meals that are provided must be subtracted from the daily per diem.

**Breakfast: 25%** of daily per diem

⇒ Must leave **2 hrs before start of normal work schedule.**

**Lunch\* 0.00%**

⇒ **No allowance is provided for lunch**, unless specific criteria is met (rare).

**Dinner: 50%** of daily per diem

⇒ Must return **2 hrs past end of normal work schedule.**

## OVERNIGHT TRAVEL Meal allowance

**Meals for the entire trip are based on where lodging takes place.**

Meals for **initial day & final day** of travel are prorated based on the following schedule of departure and return times.

Initial Day Travel <b>BEGINS</b> Percent of Daily per diem to claim	<b>BEFORE 6:00 AM</b> <b>100%</b>	<b>6:00 AM- Noon</b> <b>75%</b>	<b>12:01 PM-6 PM</b> <b>50%</b>	<b>AFTER 6:00 PM</b> <b>25%</b>	
Final Day Travel <b>ENDS</b> Percent of Daily per diem to claim	<b>BEFORE 6:00 AM</b> <b>25%</b>	<b>6:00 AM- Noon</b> <b>50%</b>	<b>12:01 PM-6 PM</b> <b>75%</b>	<b>AFTER 6:00 PM</b> <b>100%</b>	
<b>BREAKDOWN OF EACH M&amp;I PER DIEM BASED ON TRAVEL TIMES</b>		<b>Meals 100%</b>	<b>Meals 75%</b>	<b>Meals 50%</b>	<b>Meals 25%</b>
Standard		\$59	\$44.25	\$29.50	\$14.75
Clackamas		\$64	\$48.00	\$32.00	\$16.00
Lane		\$64	\$48.00	\$32.00	\$16.00
Washington		\$64	\$48.00	\$32.00	\$16.00
Deschutes		\$64	\$48.00	\$32.00	\$16.00
Lincoln		\$69	\$51.75	\$34.50	\$17.25
Multnomah		\$74	\$55.50	\$37.00	\$18.50
Clatsop		\$69	\$51.75	\$34.50	\$17.25
STANDARD MEALS & INCIDENTALS PER DIEM		<b>\$59.00</b>			
NON-COMMERCIAL LODGING PER DIEM		<b>\$25.00</b>			
STANDARD LODGING PER DIEM		<b>\$107.00</b>			
FOR HIGH-COST COUNTIES SEE CONUS <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup">https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup</a>					

- **LODGING allowance** Actual Cost Reimbursement up to specified maximum, plus all lodging taxes. **LODGING TAX IS PAID IN ADDITION TO LODGING PER DIEM**
- Share a room with another state employee: Each receives maximum per diem, up to their share of receipt
- Share a room with someone not on State business: Employee receives SINGLE ROOM RATE up to maximum per diem.
- Stay with friend, relative, or in an RV park, etc. and claim non-commercial per diem \$25.00 for lodging.

**WEBSITES USED FOR PROCESSING EXPENSE CLAIMS - Policies, Procedures & General Information**

**Travel Page:**

<https://inside.dhsoha.state.or.us/asd/finance/financial-services/travel.html>

(click on link above)

**Out of State rates at GSA website, click link below. (still goes by our policy breakdown of per diem):**

<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

**Exception:**

- Per OAM .102 policy exceptions may only be approved by the Agency Head.
- \*Policy exceptions must be approved by the Agency Director Deputy Director.
- The DHS Director has received a permanent exception to allow this Agency's Chief Financial Officer or Assistant Financial Officer to sign in his place.
- Program Administrators are not authorized to approve exceptions to policy.
- \* Exception to this policy is the 70-mile Policy, which may be approved by the program/unit manager. Reason for exception should be included in the claim.

**How To Request an Exception**

1. Traveler drafts a request for a policy exception explaining why exception is needed.
2. Supervisor accepts or denies the request. If approved, supervisor forwards request and claim, or copy of claim, to the Cluster Deputy Director for Approval.
3. Either supervisor or administrator forwards approved policy exception and travel claim to the travel unit.
4. Travel Unit Supervisor, reviews and obtains approval from the Chief Financial Officer or Assistant Financial Officer

**70 Mile Policy** (DHS Policy 2.a.B) [http://www.dhs.state.or.us/policy/admin/fs/040\\_009.pdf](http://www.dhs.state.or.us/policy/admin/fs/040_009.pdf)

- **This is the only policy exception that does not need to go to the Cluster Deputy.**
- The DHS travel reimbursement policy states that travelers are eligible for lodging when the distance from their homes or workstations (whichever is closer) is over 70 miles.
- Any lodging obtained at less than 70 miles requires an approved policy exception.

**60 Day Policy**

- **IRS Accountable Plan rules state that expenses must be submitted within 60 days of travel to avoid being considered taxable income.**

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