

<b>TRAVEL EXPENSES</b>		
Meals - When on overnight business and departure and return times are not reported.	\$20 for first day of travel \$19 for last day of travel \$39 for each full day between first and last	May qualify for additional allowance for first and last day depending on time of departure and return if noted on travel worksheet. <b><u>Receipts are not required.</u></b>
Breakfast - When on overnight trip	Maximum \$9.00	If leaving home or office prior to 6:00 a.m. or return is after 9:00 a.m.
Lunch - When on overnight trip	Maximum \$10.00	If leaving home or office prior to 11:00 a.m. or return is after 2:00 p.m.
Dinner - When on overnight trip	Maximum \$20.00	If leaving home or office prior to 5:00 p.m. or return is after 8:00 p.m.
Mileage - 8/1/08 through 1/31/09 From 2/1/09 through 12/31/09 From 1/1/10 to 12/31/10 From 1/1/11 to 4/16/12 From 4/17/12 to 12/31/12 From 1/1/13 to 12/31/13 From 1/1/14 to 12/31/2014 From 1/1/2015 to present	Maximum \$0.585 per mile Maximum \$0.55 per mile Maximum \$0.50 per mile Maximum \$0.51 per mile Maximum \$0.555 per mile Maximum \$0.565 per mile Maximum \$0.56 per mile Maximum \$0.575 per mile	Must be preauthorized for providers other than attorneys, investigators and forensic experts.
Parking	Not to exceed \$12 for parking for routine travel. Actual cost paid for parking for non-routine travel.	Reimbursed when mileage is authorized or when other travel expenses are approved. Receipt required if over \$10.00.
Rental Car	Various	Mid-size vehicle plus fuel with submission of original receipts. Insurance costs will not be reimbursed.
Airfare	Various	Through state contract. Contact OPDS.
<b>LODGING, MAXIMUMS PER NIGHT, INCLUDING TAX (Must be preauthorized for all providers.)</b>		
<b>\$90 per Night</b>		
<b>\$100 per Night</b>		
<b>\$110 per Night</b>		
Baker Benton Crook Douglas Gilliam Grant Harney	Jefferson Lake Linn Malheur Marion Morrow Polk	Sherman Umatilla Union Wasco Wallowa Wheeler Yamhill
	Clackamas Clatsop Columbia Coos Curry Deschutes Hood River	Jackson Josephine Klamath Lane Tillamook Washington
		Lincoln Multnomah
Out-of-state Lodging	A rate for a standard room that would be within the guidelines for in-state lodging and for which the cost would be deemed reasonable for the area. Traveler should request government or commercial rate.	
Non-commercial Lodging	\$25 allowance when traveler uses non-commercial or other type of alternative to the usual type of accommodation. Provide a short written explanation.	