

2019 Local Agency Travel Reimbursements FAQ

How much is FFY2019 mileage reimbursement rate?

The FFY2019 mileage reimbursement rate is \$0.58 per mile for tier 1; \$0.20 for tier 2.

How much can I claim for lodging?

Lodging reimbursement depends on where your lodging was located. First, look at the high county lodging chart. Is your location there? If yes, use that rate. If not, look for and use the “standard” lodging rate.

Does the lodging rate listed include taxes?

No, the listed lodging rate does not include taxes. Be sure to ask for reimbursement for the lodging rate + taxes.

What is a high cost county?

A high cost county has a lodging rate higher than the standard rate. Some high cost counties have seasons as well (ex. Deschutes). Some have a constant rate throughout the year (ex. Multnomah).

What if my lodging location is not in a high cost county?

Look for and use the “standard” rate. You can also claim the taxes on lodging.

What if I stay with a friend or relative and not in a hotel?

If you stay with a friend (non-commercial lodging) you can claim the standard non-commercial lodging reimbursement rate of \$25.

What if I share a room with another local agency employee?

If you share a room with another local agency employee, each receives the maximum per diem lodging amount, up to their share of the receipt.

What if I share a room with someone who is NOT a local agency employee?

If you share a room with someone other than a local agency employee, then you can claim the single room lodging rate.

What is M&IE?

M&IE stands for meals and incidental expenses. There is a pre-determined amount for which you can ask reimbursement for M&IE. Find the county where you stayed to find the maximum M&IE. If the county where you lodged is not listed, look for and use the “standard” M&IE rate.

How do I claim meals for reimbursement?

Find the maximum M&IE for the county where you stayed. If you spent the night, then break the meals down by breakfast (25% of M&IE); lunch (25% of M&IE) and dinner (50% of M&IE). The first and last day of travel breakdown is a little different. Check the matrix for how to treat those days. *Meals provided by hotel or meetings are not reimbursable.*

Do I need to submit receipts for meals?

No, you do not need to submit receipts for meals. *Meals provided by hotel or meetings are not reimbursable.*

What meals can I claim when not spending the night?

You can claim 25% of per diem for breakfast and 50% of per diem for dinner when not spending the night. There is no reimbursement for lunch. *These are considered taxable meals. Meals provided by hotel or meetings are not reimbursable.*

When do I need to submit receipts?

You must submit copies of receipts for lodging, car rental, taxis, parking fees, air travel, baggage check fees, and other related incidental travel expenses. You do not need to submit receipts for meals or snacks.

What is the 70-mile rule?

The State will reimburse for lodging if the traveler lives more than 70 miles away from the appointed meeting. Exceptions will be made on a pre-approved, case-by-case basis.