

OREGON WATERSHED ENHANCEMENT BOARD

Travel Reimbursement / Allowance Guidelines

Lodging and Meal Rates are effective October 01, 2018 – September 30, 2019

Standard Rates	Lodging / Meals
Rates do not include tax (rate + tax)	94.00 / 55.00
	plus tax
Counties with Higher Rates	Lodging / Meals
Washington	133.00 / 61.00
Deschutes (9/1 – 5/30)	113.00 / 61.00
Deschutes (6/1 – 8/31)	158.00 / 61.00
Clackamas	116.00 / 56.00
Lane	115.00 / 61.00
Lincoln (9/1 – 6/30)	107.00 / 66.00
Lincoln (7/1 – 8/31)	151.00 / 66.00
Multnomah (11/1 – 2/28) New	150.00 / 66.00
Multnomah (3/1 – 10/31) New	184.00 / 66.00
Clatsop (9/1 – 6/30)	110.00 / 71.00
Clatsop (7/1 – 8/31)	182.00 / 71.00
	plus tax
Non-Commercial Lodging Rate	25.00
Mileage Rates	<p>January 1, 2019 through current = .58/mile January 1, 2018 through Dec. 31, 2018 = .545/mile January 1, 2017 through Dec. 31, 2017 = .535/mile January 1, 2016 through Dec. 31, 2016 = .54/mile January 1, 2015 through Dec. 31, 2015 = .575/mile For Past Rates http://www.gsa.gov/mileage</p>
Day Travel – Lunch not allowed	
Allowable Per Diem	
Breakfast (25%)	Leave 2 hours before work schedule
Dinner (50%)	Arrive 2 hours after work schedule
Overnight Travel	
Allowable Per Diem (Departure):	
100%	Leave on or before - 6:00 AM
75%	Leave on or before - 12:00 Noon
50%	Leave on or before - 6:00 PM
25%	Leave after - 6:00 PM
Allowable Per Diem (Arrival):	
25%	Arrive Prior to - 6:00 AM
50%	Arrive on or Prior to - 12:00 Noon
75%	Arrive on or Prior to - 6:00 PM
100%	Arrive After - 6:00 PM
Out-of-State Travel rates may be located on the internet at the following website:	
http://www.gsa.gov/perdiem	