

# OREGON WATERSHED ENHANCEMENT BOARD

## Travel Reimbursement / Allowance Guidelines

Lodging and Meal Rates are effective October 01, 2022 – September 30, 2023,  
Mileage updated July 01, 2022

<b>Standard Rates</b>	<b>Lodging / Meals</b>
Rates do not include tax (rate + tax)	<b>98.00 / 59.00</b> <b>plus tax</b>
<b>Counties with Higher Rates</b> <b>(new changes are in bold)</b>	<b>Lodging / Meals</b>
Washington	136.00 / 64.00
Deschutes (9/1 – 5/31)	<b>120.00</b> / 64.00
Deschutes (6/1 – 8/31)	<b>173.00</b> / 64.00
Clackamas (9/1 – 5/31)	115.00 / 64.00
Clackamas (6/1 – 8/31)	138.00 / 64.00
Lane	122.00 / 64.00
Lincoln (9/1 – 6/30)	<b>131.00</b> / 69.00
Lincoln (7/1 – 8/31)	<b>202.00</b> / 69.00
Multnomah (11/1 – 5/31)	152.00 / 74.00
Multnomah (6/1 – 10/31)	182.00 / 74.00
Clatsop <b>(9/1 – 1/31)</b>	<b>121.00</b> / 69.00
Clatsop <b>(2/1 – 6/30)</b>	<b>131.00</b> / 69.00
Clatsop (7/1 – 8/31)	<b>222.00</b> / 69.00
	<b>plus tax</b>
Non-Commercial Lodging Rate	25.00
<b>Mileage Rates</b>	<b>July 1, 2022 through current = .625/mile</b> January 1, 2022 through June 30, 2022 = .585/mile January 1, 2021 through Dec. 31, 2021 = .56/mile January 1, 2020 through Dec. 31, 2020 = .575/mile January 1, 2019 through Dec. 31, 2019 = .58/mile For Past Rates <a href="http://www.gsa.gov/mileage">http://www.gsa.gov/mileage</a>
<b>Day Travel – Lunch not allowed</b>	
Allowable Per Diem	Leave 2 hours before work schedule
Breakfast (25%)	Arrive 2 hours after work schedule
Dinner (50%)	
<b>Overnight Travel</b>	
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
<b>Out-of-State Travel rates may be located on the internet at the following website:</b>	
<a href="http://www.gsa.gov/perdiem">http://www.gsa.gov/perdiem</a>	