

# OREGON WATERSHED ENHANCEMENT BOARD

## Travel Reimbursement / Allowance Guidelines

Lodging and Meal Rates are effective October 01, 2023 – September 30, 2024,  
Mileage updated January 01, 2023

<b>Standard Rates</b>	<b>Lodging / Meals</b>
Rates do not include tax (rate + tax)	<b>107.00 / 59.00 plus tax</b>
<b>Counties with Higher Rates</b>	<b>Lodging / Meals</b>
<b>(new changes are in bold)</b>	
Washington	<b>136.00 / 64.00</b>
Deschutes (9/1 – 5/31)	<b>126.00 / 64.00</b>
Deschutes (6/1 – 8/31)	<b>191.00 / 64.00</b>
Clackamas (9/1 – 5/31)	<b>127.00 / 64.00</b>
Clackamas (6/1 – 8/31)	<b>148.00 / 64.00</b>
<b>Lane (8/1 – 5/31)</b>	<b>132.00 / 64.00</b>
<b>Lane (6/1 – 7/31)</b>	<b>206.00 / 64.00</b>
Lincoln (9/1 – 6/30)	<b>131.00 / 69.00</b>
Lincoln (7/1 – 8/31)	<b>202.00 / 69.00</b>
Multnomah (11/1 – 5/31)	152.00 / 74.00
Multnomah (6/1 – 10/31)	182.00 / 74.00
Clatsop (9/1 – 1/30)	<b>130.00 / 69.00</b>
Clatsop (2/1 – 6/30)	<b>135.00 / 69.00</b>
Clatsop (7/1 – 8/31)	<b>222.00 / 69.00</b>
	<b>plus tax</b>
Non-Commercial Lodging Rate	25.00
<b>Mileage Rates</b>	<p><b>January 1, 2023 through current = .655/mile</b>            July 1, 2022 through Dec. 31, 2022 = .625/mile            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            For Past Rates <a href="http://www.gsa.gov/mileage">http://www.gsa.gov/mileage</a></p>
<b>Day Travel – Lunch not allowed</b>	
Allowable Per Diem	
Breakfast (25%)	Leave 2 hours before work schedule
Dinner (50%)	Arrive 2 hours after work schedule
<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>	