

**OREGON WATERSHED ENHANCEMENT BOARD
TRAVEL REIMBURSEMENT / ALLOWANCE GUIDELINES**

Lodging and Meal Rates are Effective OCTOBER 1, 2015 – SEPTEMBER 30, 2016

Standard Rates Rates do not include tax	Lodging / Meals 89.00 / 51.00 plus tax
COUNTIES WITH HIGHER RATES	Lodging / Meals
Washington	119.00 / 59.00
Deschutes (9/1 – 6/30)	102.00 / 59.00
Deschutes (7/1 – 8/31)	130.00 / 59.00
Clackamas	102.00 / 59.00
Lane	106.00 / 59.00
Lincoln (9/1 – 6/30)	98.00 / 59.00
Lincoln (7/1 – 8/31)	125.00 / 59.00
Multnomah	151.00 / 64.00
Clatsop (9/1 – 6/30)	105.00 / 69.00
Clatsop (7/1 – 8/31)	156.00 / 69.00 plus tax
Non-Commercial Lodging Rate	25.00
Mileage Rates	January 01, 2015 through current = .575/mile January 01, 2014 through Dec. 31, 2014 = .56/mile January 1, 2013 through Dec. 31, 2013 = .565/mile April 17, 2012 through Dec. 31, 2012 = .555/mile January 1, 2011 through April 16, 2012 = .51/mile For Past Rates http://www.gsa.gov/mileage
DAY Travel – Lunch not allowed <u>Allowable Per Diem</u> Breakfast (25%) Dinner (50%)	Leave 2 hours before work schedule Arrive 2 hours after work schedule
OVERNIGHT Travel <u>Allowable Per Diem (Departure):</u> 100% 75% 50% 25% <u>Allowable Per Diem (Arrival):</u> 25% 50% 75% 100%	Leave on or before - 6:00 AM Leave on or before - 12:00 Noon Leave on or before - 6:00 PM Leave after - 6:00 PM Arrive Prior to - 6:00 AM Arrive on or Prior to - 12:00 Noon Arrive on or Prior to - 6:00 PM 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	