

OREGON WATERSHED ENHANCEMENT BOARD

Travel Reimbursement / Allowance Guidelines

Lodging and Meal Rates **effective October 01, 2024 – September 30, 2025**

Standard Rates	Lodging / Meals
Rates do not include tax (rate + tax)	110.00 / 68.00 plus tax
Counties with Higher Rates (new changes are in bold)	Lodging / Meals
Washington	132.00 / 80.00
Deschutes (9/1 – 5/31)	125.00 / 86.00
Deschutes (6/1 – 8/31)	192.00 / 86.00
Clackamas (9/1 – 5/31)	136.00 / 80.00
Clackamas (6/1 – 8/31)	136.00 / 80.00
Lane (8/1 – 5/31)	132.00 / 80.00
Lane (6/1 – 7/31)	192.00 / 80.00
Lincoln (9/1 – 6/30)	120.00 / 92.00
Lincoln (7/1 – 8/31)	167.00 / 92.00
Multnomah (11/1 – 5/31)	155.00 / 86.00
Multnomah (6/1 – 10/31)	155.00 / 86.00
Clatsop (9/1 – 6/30)	141.00 / 86.00
Clatsop (7/1 – 8/31)	236.00 / 86.00
	plus tax
Non-Commercial Lodging Rate	25.00
Mileage Rates <i>(mileage rates are generally updated January 1 each year)</i>	January 1, 2025 through current = \$0.70/mile January 1, 2024 through Dec. 31, 2024 = \$0.67/mile January 1, 2023 through Dec. 31, 2023 = \$0.655/mile July 1, 2022 through Dec. 31, 2022 = \$0.625/mile For Past Rates http://www.gsa.gov/mileage
Day Travel – <u>Lunch not allowed</u>	
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	