

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

EFFECTIVE OCTOBER 1, 2007 – SEPTEMBER 30, 2008	
Standard Rates Rates do not include tax	Lodging / Meals 70.00 / 39.00 plus tax
COUNTIES WITH HIGHER RATES	Lodging / Meals
Jackson / Klamath (9/1 – 5/31)	77.00 / 44.00
Jackson / Klamath (6/1 – 8/31)	85.00 / 44.00
Washington	90.00 / 44.00
Deschutes	81.00 / 44.00
Clackamas	77.00 / 39.00
Lane	92.00 / 44.00
Lincoln (9/1 – 6/30)	81.00 / 49.00
Lincoln (7/1 – 8/31)	105.00 / 49.00
Multnomah	106.00 / 49.00
Clatsop (9/1 – 6/30)	85.00 / 54.00
Clatsop (7/1 – 8/31)	123.00 / 54.00 plus tax
Non-Commercial Lodging Rate	25.00
Mileage Rates	March 19, 2008 through ??? = .505/mile Feb. 1, 2007 through March 18, 2008 = .485/mile Jan. 1, 2006 through Jan 31, 2007 = .445/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	