

OREGON WATERSHED ENHANCEMENT BOARD

Travel Reimbursement / Allowance Guidelines

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

Standard Rates Rates do not include tax (rate + tax)	Lodging / Meals 107.00 / 59.00 plus tax
Counties with Higher Rates (new changes are in bold)	Lodging / Meals
Washington	136.00 / 64.00
Deschutes (9/1 – 5/31)	126.00 / 64.00
Deschutes (6/1 – 8/31)	191.00 / 64.00
Clackamas (9/1 – 5/31)	127.00 / 64.00
Clackamas (6/1 – 8/31)	148.00 / 64.00
Lane (8/1 – 5/31)	132.00 / 64.00
Lane (6/1 – 7/31)	206.00 / 64.00
Lincoln (9/1 – 6/30)	131.00 / 69.00
Lincoln (7/1 – 8/31)	202.00 / 69.00
Multnomah (11/1 – 5/31)	152.00 / 74.00
Multnomah (6/1 – 10/31)	182.00 / 74.00
Clatsop (9/1 – 1/30)	130.00 / 69.00
Clatsop (2/1 – 6/30)	135.00 / 69.00
Clatsop (7/1 – 8/31)	222.00 / 69.00
	plus tax
Non-Commercial Lodging Rate	25.00
Mileage Rates	January 1, 2024 through current = .67/mile January 1, 2023 through Dec. 31, 2023 = .655/mile 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 For Past Rates http://www.gsa.gov/mileage
Day Travel – Lunch not allowed	
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	