

**TRAVEL /TRAINING ACCOUNT CODES & RATES
AND TRAVEL REFERENCES.
EFFECTIVE AUGUST 1, 2008
(Rates are updated annually)**

Rates for Meals, Incidentals & Lodging	In-State	In-State Portland	Out-of-State Low	Out -of-State& CONFERENCE EXCEPTION High: http://www.ous.edu/cont-div/fasom/sec11/high_localities.comparison.xls
BREAKFAST	\$11.25	\$11.25	\$11.25	\$14.50
LUNCH	\$11.25	\$11.25	\$11.25	\$14.50
DINNER	\$22.50	\$22.50	\$22.50	\$29.00
PER DIEM per day	\$45.00	\$45.00	\$45.00	\$58.00
LODGING Tax reimbursed as misc. expenses. Energy surcharge no longer reimbursable.	\$107.00 without receipt	Must use University Place	\$107.00 without receipt	\$179.00 without receipt FOREIGN PER DIEM: SEE http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Proration of Meals and Incidental Expenses Per Diem for Partial Day Involving an Overnight Stay:

Initial Day of Travel - Leave	Prior to 7:00 AM	7:00 AM to 12:59 PM	1:00 PM and after
Meal Allowance	Breakfast, lunch, dinner	Lunch, dinner	Dinner
Final Day of Travel – Return	Prior to noon	12:00 Noon to 5:59 PM	6:00 PM and after
Meal Allowance	Breakfast	Breakfast, lunch	Breakfast, lunch, dinner

Non-commercial Lodging(Non-Traditional Lodging) \$25.00

Meal Allowance – Day Trip (In-State Rates Only) Taxable
Departure before 6:00 AM: 25% per diem (Breakfast)
Return after 7:00 PM: 50% per diem (Dinner)
NOTE: Lunch on a one day trip is NOT reimbursable.
Use account code 28502, taxable overtime meals.

Private vehicle mileage reimbursed @ 58.5 cents/mile, most direct route
See mileage table <http://www.ous.edu/cont-div/fasom/sec11/mileagechart.xls>

DESCRIPTION	In State	Out of State	Foreign	DESCRIPTION	
Employee Travel	39415	39515	39615	Conference Registration	28601
Employee Training	39416	39516	39616	EMPLOYEE TRAINING ACCOUNT CODES	
Non-Employee Travel	39445	39545	39645	Training – Tuition/Registration	29040
Group/Team Travel	39446	39546	39646	Interagency Training	29051

<p>AZUMANO TRAVEL Booking #: 866-291-0460 Fax #: 800-713-5432 FEES: \$29.00 per domestic transaction Contract Rep.: Tony Fuerte Agents: KC Calvert – kcalvert@azumano.com Lila Halle – lhalle@azumano.com Kathy Secrist – ksecrist@azumano.com http://www.azumano.com/clients/?client_id=psu</p>	<p>JOURNEYS BY AMBASSADOR 15835 SW Boones Ferry Rd. Lake Oswego, OR Mon-Fri, 8 a.m. – 5 p.m. Booking #: 877-465-8822 or 503-635-7766 FEES: \$32.50 per domestic transaction Reps: Bill Fogarty – 503-880-6788 Jan Misley – 503-650-0073 Agent: Linda Lane – 503-635-7766 llane@journeysbyAMB.com</p>	<p>UNIGLOBE SPECTRUM TRAVEL Booking #: 800-544-2575 or 503-620-0620 Fax #: 503-624-0987 FEES: \$25.00 per domestic transaction Manager: Mary Getty – 503-597-2261 Agent: Michelle Maldonado – 503-359-1696 maldo@comcast.net</p>
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<p>ZIPCAR 808 SW 3rd Ave., Suite 480 Portland, OR 97204 Phone: 503-328-3539 Fax: 503-241-3076 www.zipcar.com/psu</p>	<p>ENTERPRISE RENT-A-CAR Direct bill contract, please contact travel office. Downtown: 503-275-5359 or 800-261-7331 Fax: 503-274-2247 *Limited Damage Waiver (LDW/CDW) is inclusive. Dept must provide index and contact phone number. http://www.enterprise.com/car_rental/home.do</p>	<p>MOTOR POOL 6400 N. Cutter Circle Portland, OR 97217 Phone: 971-673-6300 Fax: 971-673-6315 Hours: 7:00 a.m. – 5:00 p.m. http://www.oregon.gov/DAS/SSD/LEET/</p>	<p>TRAVEL OFFICE, NH 12-A Fax: 503-725-3400 ♦ Marissa De Leon 503-725-3733 marissd@pdx.edu ♦ Tami Nguyen 503-725-4382 thien@pdx.edu or SASAP@pdx.edu</p>
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Fiscal Policy Manual

11.04 - OUS Out-of-state High-Cost Localities Table - Effective 01/01/08

Per Diem Locality:			
State	Key City	County and Other Defined Location	Effective 01/01/08
AZ	Phoenix, Scottsdale	Maricopa	1/1 - 3/31
	Sedona	City limits of Sedona	3/1 - 4/30
CA	Napa	Napa	All year
	Palm Springs	Riverside	1/1 - 4/30
	San Diego	San Diego	All year
	San Francisco	San Francisco	All year
	Santa Barbara	Santa Barbara	All year
	Santa Monica	City limits of Santa Monica	All year
	South Lake Tahoe	El Dorado	12/1 - 3/31
	Yosemite National Park	Mariposa	All year
CO	Aspen	Pitkin	12/1 - 4/30
	Crested Butte, Gunnison	Gunnison	12/1 - 3/31
	Silverthorne, Breckenridge	Summit	12/1 - 3/31
	Steamboat Springs	Routt	12/1 - 2/29
	Telluride	San Miguel	10/1 - 3/31
	Vail	Eagle	All year
DC	Washington, DC	Washington, DC (also the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington and Fairfax in Virginia, and the counties of Montgomery and Prince George's in Maryland)	All year
FL	Fort Lauderdale	Broward	10/1 - 4/30
	Fort Walton Beach, DeFuniak Springs	Okaloosa, Walton	6/1 - 7/31
	Key West	Monroe	All year
	Miami	Miami-Dade	10/1 - 2/29
	Naples	Collier	2/1 - 3/31
	Palm Beach	Palm Beach (also the cities of Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach Shores, Singer Island, and West Palm Beach)	1/1 - 3/31
	Stuart	Martin	2/1 - 3/31
IL	Chicago	Cook and Lake	All year
MA	Boston, Cambridge	Suffolk, City of Cambridge	All year
	Martha's Vineyard	Dukes	7/1 - 8/31
	Nantucket	Nantucket	All year
MD	Counties of Montgomery and Prince George's		All year
	Baltimore	Baltimore City	All year
	Cambridge, St. Michaels	Dorchester and Talbot	4/1 - 8/31
	Ocean City	Worcester	6/1 - 8/31
NH	Conway	Carroll	7/1 - 8/31
NV	Incline Village, Crystal Bay, Reno, Sparks	Washoe	6/1 - 8/31
NY	Floral Park, Garden City, Glen Cove, Great Neck, Roslyn	Nassau	All year
	Manhattan	Borough of Manhattan, Brooklyn, the Bronx and Staten Island	All year
	Queens	Queens	All year
	Saratoga Springs, Schenectady	Saratoga and Schenectady	7/1 - 8/31
	Tarrytown, White Plains, New Rochelle, Yonkers	Westchester	All year
PA	Philadelphia	Philadelphia	All year
RI	Jamestown, Middletown, Newport	Newport	2/1 - 11/30
	Providence	Providence	All year
UT	Park City	Summit	1/1 - 3/31
VA	Cities of Alexandria, Falls Church, and Fairfax; counties of Arlington and Fairfax		All year
	Loudon County	Loudon	All year
	Virginia Beach	City of Virginia Beach	6/1 - 8/31
WA	Seattle	King	All year
WI	Lake Geneva	Walworth	6/1 - 9/30