

**PSU SUMMARY OF TRAVEL REIMBURSEMENT RATES
AND TRAVEL REFERENCES
EFFECTIVE JANUARY 1, 2009**

(Rates are updated annually)

Rates for Meals, Incidentals & Lodging	In-State	In-State Portland	Out-of-State Low	Out -of-State& CONFERENCE EXCEPTION High (See Here)
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 (Federal Rate) Tax reimbursed as misc. expenses. Energy surcharge no longer reimbursable.	\$113.00	Must use University Place	\$113.00	\$198.00

FOREIGN PER DIEM: SEE
http://aoprals.state.gov/web920/per_diem.asp

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 @ 55 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 320 SW Stark Street, Suite 600 Portland, OR 97204</p> <p>Booking #: 866-291-0460 Fax #: 800-713-5432 FEES: \$29 (by phone) per domestic transaction Contract Rep.: Tony Fuerte, 503-221-6339 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</p> <p>Mon-Fri, 8 a.m. – 5 p.m. Booking #: 877-465-8822 FEES: \$32 per domestic transaction \$45 per international transaction Rep: Barbara Timmons – 503-375-8805 Agent: Linda Lane – 503-635-7766 llane@jbatravel.com</p>	<p>UNIGLOBE SPECTRUM TRAVEL</p> <p>Booking #: 800-544-2575 or 503-620-0620 Fax #: 503-624-0987 FEES: \$25 per domestic transaction Manager: Mary Getty – 503-597-2261 (for service issues) Agents: Michelle Maldonado – 503-359-1696 maldo@comcast.net Michelle Cipple – 503-630-7070 myair33@aol.com It is recommended to call the agent directly.</p>
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<p>ZIPCAR 808 SW 3rd Ave., Suite 480 Portland, OR 97204 Phone: 503-328-3539 Fax: 503-241-3076</p> <p>Department must provide index code & contact phone number.</p> <p>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</p> <p>Limited Damage Waiver (LDW/CDW) is inclusive. Department must provide index code and contact phone number.</p> <p>http://www.enterprise.com/car_rental/home.do</p>	<p>MOTOR POOL 6400 N. Cutter Circle Portland, OR 97217</p> <p>Phone: 971-673-6300 Fax: 971-673-6315 Hours: 7:00 a.m. – 5:00 p.m.</p> <p>http://www.oregon.gov/DAS/SSD/FLEET/</p>	<p>TRAVEL OFFICE, NH 12-A Fax: 503-725-3400</p> <p>♦ Amanda Nguyen 503-725-9676 nguyenaf@pdx.edu</p> <p>♦ Cora Alloway 503-725-4382 alloway@pdx.edu</p> <p>or SASAP@pdx.edu</p>
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Fiscal Policy Manual

11.04 - OUS Out-of-state High-Cost Localities Table - Effective January 1, 2009

Per Diem Locality:			
State	Key City	County and Other Defined Location	Effective 1/1/09
AZ	Phoenix, Scottsdale	Maricopa	1/1 - 4/30
	Sedona	City limits of Sedona	3/1 - 4/30
CA	Napa	Napa	All year
	San Diego	San Diego	1/1 - 8/31
	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
CO	Aspen	Pitkin	12/1 - 4/30
	Crested Butte, Gunnison	Gunnison	12/1 - 3/31
	Silverthorne, Breckenridge	Summit	12/1 - 4/30
	Steamboat Springs	Routt	12/1 - 3/31
	Telluride	San Miguel	10/1 - 3/31
	Vail	Eagle	12/1 - 7/31
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 and Walton	6/1 - 7/31
	Key West	Monroe	All year
	Miami	Miami-Dade	10/1 - 2/28
	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)	12/1 - 4/30
IL	Chicago	Cook and Lake	All year
MA	Boston, Cambridge	Suffolk, City of Cambridge	All year
	Martha's Vineyard	Dukes	6/1 - 8/31
	Nantucket	Nantucket	6/1 - 9/30
MD	Washington, DC Metro Area	Montgomery and Prince George's	All year
	Baltimore	Baltimore City	All year
	Cambridge, St. Michaels	Dorchester and Talbot	5/1 - 8/31
	Ocean City	Worcester	6/1 - 9/30
NY	Floral Park, Garden City, Glen Cove, Great Neck, Roslyn	Nassau	All year
	Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island)	Bronx, Kings, New York, Queens, Richmond	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	6/1 - 9/30
UT	Park City	Summit	1/1 - 3/31
VA	Washington, DC Metro Area (includes Alexandria, Falls Church, and Fairfax)	Arlington and Fairfax	All year
WA	Seattle	King	All year
WY	Jackson, Pinedale	Teton and Sublette	7/1 - 8/31

Last updated 12/12/08