

**PSU SUMMARY OF TRAVEL REIMBURSEMENT RATES
AND TRAVEL REFERENCES**

EFFECTIVE JANUARY 1, 2010

(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	\$13.00	\$13.00	\$13.00	\$16.25
LUNCH	\$13.00	\$13.00	\$13.00	\$16.25
DINNER	\$26.00	\$26.00	\$26.00	\$32.50
PER DIEM per day	\$52.00	\$52.00	\$52.00	\$65.00
LODGING (Federal Rate) Tax reimbursed as misc. expenses. Energy surcharge no longer reimbursable.	\$111.00	Must use University Place	\$111.00	\$193.00 FOREIGN PER DIEM: SEE http://aoprals.state.gov/content.asp?content_id=184&menu_id=78 Rates for Alaska and Hawaii

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 (<i>In-State Rates Only</i>)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 @ 50 cents/mile , most direct route See mileage table http://www.ous.edu/cont-div/fasom/sec11/mileagechart.xls * Please see Risk Management Section regarding use of personal vehicle.
--	---

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 Booking #: 866-291-0460 Fax #: 800-713-5432 FEES: per domestic transaction: \$6 for online booking (TBA) \$29 by phone Agents: KC Calvert – kcalvert@azumano.com Lila Halle – lhalle@azumano.com Kathy Secrist – ksecrist@azumano.com CeeqwpvO cpci gt: Tony Fuente, 503-221-6339 http://www.azumano.com/clients/?client_id=psu</p>	<p>UNIGLOBE SPECTRUM TRAVEL 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>	<p>JOURNEYS BY AMBASSADOR 15835 SW Boones Ferry Road Lake Oswego, OR 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@jbatrave.com</p>
---	--	--

<p>ZIPCAR 808 SW 3rd Ave., Suite 480 Portland, OR 97204 Phone: 503-328-3539 Fax: 503-241-3076 www.zipcar.com/psu Department must provide index code & contact phone number.</p>	<p>VEHICLE RENTAL SERVICES ENTERPRISE/NATIONAL RENT-A-CAR (DB46W68) Downtown: 503-275-5359 or 800-261-7331 http://www.enterprise.com/car_rental/home.do HERTZ CAR RENTAL http://www.hertz.com/rentacar/reservation/gaq/index.jsp?targetPage=reservationOnHomepage.jsp see price comparison Limited Damage Waiver (LDW/CDW) is inclusive. Dept must provide index code & contact phone #.</p>	<p>MOTOR POOL 1100 Airport Road SE Salem, OR 97301 Phone: 503-378-4377 Fax: 503-378-5813 Hours: 6:30 a.m. – 6:00 p.m. http://www.oregon.gov/DAS/SSD/FLEET/</p>	<p>TRAVEL OFFICE, NH 12-A Fax: 503-725-3400 ♦ Amanda Nguyen nguyenaf@pdx.edu ♦ Cora Alloway alloway@pdx.edu or travel@pdx.edu</p>
--	--	--	---

Fiscal Policy Manual

11.04 - OUS Out-of-state High-Cost Localities Table - Effective January 1, 2010

Per Diem Locality:				
State	Key City	County and Other Defined Location	Effective 1/1/10	
AZ	Phoenix/Scottsdale	Maricopa	1/1 - 5/31	
	Sedona	City limits of Sedona	3/1 - 4/30	
CA	Monterey	Monterey	All year	
	Napa	Napa	4/1 - 11/30	
	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	
CO	Aspen	Pitkin	12/1 - 4/30	
	Denver/Aurora	Denver, Adams, Arapahoe, and Jefferson	All year	
	Steamboat Springs	Routt	12/1 - 3/31	
	Telluride	San Miguel	12/1-3/31 & 6/1-9/30	
	Vail	Eagle	12/1 - 3/31	
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 -- see also Maryland and Virginia)	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	1/1 - 3/31	
	Naples	Collier	1/1 - 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	Baltimore	Baltimore City	3/1 - 11/30	
	Cambridge/St. Michaels	Dorchester and Talbot	6/1 - 8/31	
	Ocean City	Worcester	6/1 - 8/31	
	Washington, DC Metro Area	Montgomery and Prince George's	All year	
ME	Bar Harbor	Hancock	7/1 - 8/31	
NH	Conway	Carroll	7/1 - 8/31	
NY	Floral Park/Garden City/Great Neck	Nassau	All year	
	Glens Falls	Warren	7/1 - 8/31	
	Lake Placid	Essex	7/1 - 8/31	
	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	Westchester	All year	
PA	Hershey	City of Hershey	6/1 - 8/31	
	Philadelphia	Philadelphia	All year	
RI	Jamestown/Middletown/Newport	Newport	5/1 - 10/31	
UT	Park City	Summit	1/1 - 3/31	
VA	Washington, DC Metro Area (includes Alexandria, Fairfax, and Falls Church)	Arlington and Fairfax	All year	
WA	Seattle	King	All year	
WY	Jackson/Pinedale	Teton and Sublette	7/1 - 8/31	