



**Clackamas County Contractor Travel Reimbursement Policy**  
*Rates Effective January 2017*  
 Travel reimbursement is only allowed if specifically authorized in a contract.

Category	Rate Summary	Requirements
<b>Instate Max Per-Diem (All Oregon Cities)</b>	Meals & Incidental Expenses <b>All Meals \$59.00</b> Breakfast \$14.75 Lunch \$14.75 Dinner \$29.50  <b>Lodging* \$116.00</b> * Actual up to rate	<ul style="list-style-type: none"> <li>The per diem is for all Oregon cities. Incidental Expenses include gratuities &amp; fees for waiters, baggage handlers, taxi's, etc.)</li> <li>No receipts are required for meals and incidental expenses (these are reimbursed on a per diem basis).</li> <li>If meals are provided at the meeting or event, no meal per diem is allowed.</li> <li>No meal per diem is allowed on one day trips.</li> <li>Lodging tax is reimbursed as a miscellaneous expense.</li> <li>Receipts are required for lodging and lodging tax.</li> </ul>
<b>Out-of-State, and Continental US Travel:</b>	See list of High-Low Rates for each applicable City	<ul style="list-style-type: none"> <li>The per diem equals the General Services Administration rates (see <a href="https://www.gsa.gov/portal/category/100120">https://www.gsa.gov/portal/category/100120</a> for applicable rates).</li> <li>No receipts are required for meals and incidental expenses (these are reimbursed on a per diem basis).</li> <li>If meals are provided at the meeting or event, no meal per diem is allowed.</li> <li>No meal per diem is allowed on one day trips.</li> <li>Lodging tax is reimbursed as a miscellaneous expense.</li> <li>Receipts are required for lodging and lodging tax.</li> </ul>
<b>NON-CONTINENTAL US and OVERSEAS NON-FOREIGN AREAS (e.g., Alaska, Hawaii, Guam, etc.)</b>	Contractor travel to these locations is minimal and the federal tables are complicated. Call for per diem rates.	<ul style="list-style-type: none"> <li>Contact County contract representative for current per diem rates for these locations.</li> <li>If meals are provided at the meeting or event, no meal per diem is allowed.</li> <li>Lodging tax is reimbursed as a miscellaneous expense for Alaska, Hawaii, Puerto Rico, and US possessions. Lodging tax is included in the per diem for foreign travel.</li> <li>No receipts are required for meals and incidental expenses.</li> <li>Receipts are required for lodging and lodging tax.</li> </ul>
<b>MILEAGE, Private Vehicle:</b>	Reimburse at \$0.535 cents per mile effective January 1, 2017	<ul style="list-style-type: none"> <li>Mileage can be calculated one of 3 ways:                1) Mileage Chart (see Excel file)                2) Actual mileage (from the odometer)                3) Mapping software (e.g., mapquest.com)</li> <li>Mileage cannot be claimed in addition to fees for rented vehicles and fuel expenses for a rented vehicle.</li> <li>Mileage not reimbursable unless one way trip exceeds 25 miles from origin to destination.</li> </ul>
<b>PRORATION of MEAL PER DIEM for Partial Days Involving an Overnight Stay:</b>	<b>On Day Trip Starts</b> Breakfast/Lunch/Dinner eligibility requires trip to start PRIOR to 7 am. Lunch/Dinner eligibility requires trip start PRIOR to 1 pm (after 7 am). Dinner eligibility requires trip start PRIOR to 7 pm (after 1 pm).  <b>On Day Trip Ends</b> Breakfast/Lunch/Dinner eligibility requires travel concludes AFTER 6 pm. Breakfast/Lunch eligibility requires travel concludes AFTER 12 pm (prior to 6 pm). Breakfast eligibility requires travel concludes BEFORE 12 pm.	
<p><b>Rented Vehicles:</b> Vehicle rental reimbursements will only be for compact and economy cars and their equivalent green class. Liability insurance issued through the vehicle rental company may be reimbursed. Other classes of vehicles may be rented for circumstances that are approved in advance by the County contract representative for reasons that include space requirements or inclement weather conditions. Receipts are required.</p>		
<p><b>Airfare:</b> Only economy rate airfare, plus mandatory taxes and fees, will be reimbursed. Receipts are required.</p>		
<p><b>Ground Transportation:</b> Taxicab, train (coach or business class only), and airport shuttle fees will be reimbursed. Receipts are required if over \$25 per item.</p>		
<p><b>Incidental Expenses:</b> Incidental expenses are combined with the meal per diem rate and will not be separately reimbursed. Incidental expenses include, but are not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and gratuities for services, such as for waiters, taxi drivers, and baggage handlers.</p>		
<p><b>Miscellaneous Expenses:</b> The miscellaneous expenses that can be reimbursed include: fuel expenses for a rented vehicle, parking, tolls and lodging taxes, and checked baggage for up to 2 standard-weight bags. Other miscellaneous expenses can be reimbursed only if approved in advance by the County contract representative. All miscellaneous expenses must be itemized. Receipts are required if over \$25 per item.</p>		
<p><b>Hosting Expenses:</b> If the scope of work in your contract authorizes reimbursement for hosting expenses, all expenses must be authorized prior to incurring costs. Contact your County contract representative for allowable expenses.</p>		
<p><i>Travel expense reimbursement will be in accordance with the applicable rates at the time the expense is incurred, not the effective date of the contract. The rates are only modified January of each year. The current travel reimbursement rates may be found at <a href="http://www.clackamas.us/procurement">www.clackamas.us/procurement</a>.</i></p>		
<p><i>It is preferred that requests for travel reimbursement be made by completing the Contractor's Travel Reimbursement Request. If Request form not used, substantially the same information must be documented on invoices.</i></p>		