



**Clackamas County Contractor Travel Reimbursement Policy**  
**Rates Effective January 1, 2019**  
 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 \$14.25 Lunch \$16.25 Dinner \$25.50  <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 and is prorated if actual lodging exceeds the Per-Diem Rate.</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>• <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">The per diem equals the General Services Administration rates (see <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a>).</a></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 \$0.58 cents per mile	<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 First &amp; Last Date of Travel:</b>	The first and last calendar day of travel is calculated at seventy-five percent (75%). See <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown">https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown</a>	
<p><b>Rented Vehicles:</b> Vehicle rental reimbursements will only be for compact, economy, and standard 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 (but not upgraded airline seats). 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><b>Applicable Rates:</b> 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/bids/terms.html">www.clackamas.us/bids/terms.html</a>.</p>		
<p><b>Documentation:</b> 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.</p>		



**CLACKAMAS COUNTY**  
**Contractor's Travel Reimbursement Request**

Contractor Name		Contractor Address						Contract #	
Name of Person Preparing Request		Preparer's Phone Number		Preparer's E-mail				Date Prepared	
DATE	ITINERARY	PRIVATE AUTOMOBILE		MEAL PER DIEM <sup>(1)</sup>				LODGING PER DIEM	TOTAL
		# OF MILES	\$ AMOUNT	BREAK	LUNCH	DINNER	75% (1)		
			-						-
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TOTAL		-	\$ -					SUB-TOTAL	\$ -
DATE	OTHER EXPENSES (airfare, fuel for rented vehicle, parking, tolls, lodging taxes, transportation fares, etc.) <sup>(2)</sup>								
								SUB-TOTAL	\$ -
								TOTAL	\$ -
DATE	PURPOSE FOR TRAVEL:								

I the undersigned believe the above charges to be accurate and permitted by the contract entered in between the County and my company and the above expenses are not being reimbursed by any other source.

Signature \_\_\_\_\_ Date \_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<b>OR Mileage Chart</b>														
2		Albany	Ashland	Astoria	Baker City	Bend	Burns	Coos Bay	Corvallis	Eugene	Florence	Forest Grove	Grants Pass	Gresham	Klamath Falls
3	Albany	-	219	158	351	123	253	147	11	44	94	73	179	78	213
4	Arlington	205	370	228	168	169	230	347	216	245	298	160	380	126	306
5	Ashland	219	-	374	447	200	299	182	222	178	202	290	41	295	64
6	Astoria	158	374	-	396	255	385	233	151	199	184	80	334	108	364
7	Baker City	351	447	396	-	247	164	466	356	356	404	328	488	294	383
8	Bandon	171	182	257	490	261	392	24	158	140	72	223	142	244	245
9	Beaverton	67	282	93	312	167	297	208	79	107	159	15	242	21	276
10	Bend	123	200	255	247	-	130	237	127	128	190	181	241	145	137
11	Brookings	249	146	339	559	295	424	107	238	216	155	306	105	327	208
12	Burns	253	299	385	164	130	-	367	257	259	320	311	339	275	235
13	Clatskanie	130	347	35	361	221	351	256	128	171	207	56	306	75	341
14	Condon	220	329	244	199	128	192	347	231	237	300	175	370	141	265
15	Coos Bay	147	182	233	466	237	367	-	135	116	48	200	142	220	245
16	Coquille	164	164	251	484	255	385	18	153	134	66	217	124	238	227
17	Corvallis	11	222	151	356	127	257	135	-	40	83	71	182	90	213
18	Cottage Grove	60	158	216	370	142	271	96	60	20	83	132	118	137	181
19	Dallas	31	248	129	364	146	276	164	29	70	112	51	208	71	242
20	Elgin	349	492	354	64	291	225	491	360	389	434	303	524	270	428
21	Enterprise	386	536	409	106	336	270	528	397	426	479	341	561	307	473
22	Eugene	44	178	199	356	128	259	116	40	-	61	112	138	120	173
23	Florence	94	202	184	404	190	320	48	83	61	-	151	162	172	234
24	Forest Grove	73	290	80	328	181	311	200	71	112	151	-	250	36	285
25	Fossil	213	309	264	195	108	172	328	218	218	280	195	350	166	245
26	Gold Beach	225	175	311	544	316	446	78	213	194	126	278	134	299	238
27	Grants Pass	179	41	334	488	241	339	142	182	138	162	250	-	254	104
28	Heppner	260	372	283	155	172	213	391	271	301	345	215	413	181	309
29	Hermiston	255	399	282	124	219	223	396	266	297	348	210	409	176	351
30	Hillsboro	73	292	87	322	176	306	206	78	117	156	6	252	30	286
31	Hood River	131	346	154	242	152	282	273	142	172	224	86	307	52	289
32	Independence	20	238	134	362	143	273	159	22	63	106	54	198	68	233
33	John Day	257	353	359	80	153	70	372	262	262	324	287	393	249	290
34	Junction City	31	193	177	358	130	260	116	26	14	63	97	153	109	187
35	Klamath Falls	213	64	364	383	137	235	245	213	173	234	285	104	282	-
36	La Grande	329	472	352	44	271	205	471	340	369	422	283	504	250	408
37	Lake Oswego	63	283	102	311	169	299	216	78	108	157	27	239	19	273

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2		Albany	Ashland	Astoria	Baker City	Bend	Burns	Coos Bay	Corvallis	Eugene	Florence	Forest Grove	Grants Pass	Gresham	Klamath Falls
38	Lakeview	298	160	430	303	174	139	341	301	261	322	357	200	320	96
39	Lebanon	14	220	169	337	109	239	150	19	45	99	85	180	89	214
40	Lincoln City	76	289	110	392	189	319	123	74	122	75	76	238	99	292
41	Madras	147	243	213	240	42	172	262	152	151	214	140	283	103	179
42	McDermitt	390	346	532	256	277	147	514	404	406	467	458	410	422	306
43	McMinnville	50	264	105	341	158	288	174	46	86	126	26	224	49	259
44	Medford	207	12	362	459	212	311	170	210	166	190	278	29	282	76
45	Milton-Freewater	306	471	329	111	271	227	449	317	347	400	261	482	228	408
46	Milwaukie	71	287	101	309	173	303	220	81	112	161	30	243	16	277
47	Newberg	50	269	106	327	161	291	188	58	94	139	26	229	35	263
48	Newport	65	252	135	411	183	311	98	54	92	50	102	212	124	267
49	North Bend	144	185	230	463	235	364	3	132	113	45	197	145	220	248
50	Nyssa	386	433	480	85	263	133	501	391	391	453	413	473	377	368
51	Oakridge	82	179	232	329	96	226	145	82	42	103	153	167	157	131
52	Ontario	383	428	464	72	260	130	498	388	388	450	398	470	364	365
53	Oregon City	60	276	109	312	158	287	207	71	101	154	36	236	18	270
54	Pendleton	277	442	300	96	241	198	419	288	318	371	232	452	198	378
55	Portland	69	285	95	304	160	290	212	81	110	164	23	245	14	279
56	Prineville	140	236	242	211	35	156	254	144	144	207	169	276	132	172
57	Rainier	116	332	48	347	207	337	259	128	157	210	71	292	61	327
58	Redmond	121	216	239	230	16	146	235	126	126	188	166	257	129	153
59	Reedsport	120	181	206	439	211	341	27	108	89	21	173	141	193	244
60	Roseburg	111	108	266	421	192	322	85	111	71	94	182	68	186	171
61	St. Helens	98	314	66	329	189	319	240	109	139	192	53	274	43	308
62	Salem	24	240	136	350	131	261	177	35	64	118	50	199	56	234
63	Seaside	141	342	17	384	238	368	216	134	168	168	63	306	92	351
64	Sheridan	50	267	119	354	164	293	161	48	88	113	39	227	61	261
65	Silverton	36	252	132	347	130	260	183	47	77	130	56	212	49	246
66	Springfield	43	176	199	352	124	253	113	44	4	65	115	136	119	170
67	The Dalles	152	331	175	221	131	260	294	163	193	245	107	327	73	268
68	Tillamook	92	309	66	378	206	336	167	90	130	119	52	269	86	303
69	Toledo	60	259	142	409	176	305	105	48	87	57	109	219	131	260
70	Union	343	482	366	35	282	199	486	354	384	436	298	519	264	419
71	Vale	367	413	484	89	244	114	481	371	371	433	402	454	365	349
72	Vernonia	106	322	64	349	204	334	228	100	140	190	28	280	57	316
73	Woodburn	40	255	121	333	146	276	186	51	81	135	45	216	39	250

	A	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1	<b>OR Mileage Chart</b>															
2		La Grande	McMinnville	Medford	Newberg	Newport	Ontario	Pendleton	Portland	Redmond	Roseburg	Salem	Springfield	The Dalles	Tillamook	Woodburn
3	Albany	329	50	207	50	65	383	277	69	121	111	24	43	152	92	40
4	Arlington	124	173	381	159	248	239	72	136	153	313	182	244	53	210	166
5	Ashland	472	264	12	269	252	428	442	285	216	108	240	176	331	309	255
6	Astoria	352	105	362	106	134	464	300	95	239	266	136	199	175	66	121
7	Baker City	44	341	459	327	393	72	96	304	230	421	350	352	221	378	333
8	Bandon	495	198	170	212	122	522	443	236	259	85	201	137	318	191	206
9	Beaverton	268	34	270	20	109	383	216	9	151	175	44	107	91	67	28
10	Bend	271	158	212	161	180	260	241	160	16	192	131	124	131	206	146
11	Brookings	565	280	134	294	205	555	525	317	311	168	272	220	400	274	289
12	Burns	205	288	311	291	310	130	198	290	146	322	261	253	260	336	276
13	Clatskanie	317	82	334	82	157	431	265	61	205	238	108	170	140	93	91
14	Condon	155	189	341	174	300	254	103	151	112	302	198	234	69	225	182
15	Coos Bay	471	174	170	188	98	498	419	212	235	85	177	113	294	167	186
16	Coquille	489	192	152	206	116	516	437	229	253	67	195	131	312	185	300
17	Corvallis	340	46	210	58	53	388	288	81	126	111	35	44	163	90	51
18	Cottage Grove	386	106	146	111	113	402	334	127	140	51	81	17	209	151	99
19	Dallas	320	25	236	37	70	406	268	60	144	140	15	73	143	64	32
20	Elgin	20	317	504	303	393	135	72	279	275	459	326	386	197	353	309
21	Enterprise	65	354	548	340	429	178	109	317	320	494	363	426	234	391	347
22	Eugene	369	86	166	94	91	388	318	110	126	71	64	4	193	130	81
23	Florence	422	126	190	139	50	450	371	164	188	94	118	65	245	119	135
24	Forest Grove	283	26	278	26	101	398	232	23	166	182	50	115	107	52	45
25	Fossil	175	209	321	194	280	233	123	171	92	282	218	214	89	245	236
26	Gold Beach	549	252	162	267	176	576	497	290	314	140	255	192	373	247	261
27	Grants Pass	504	224	29	229	212	470	452	245	257	68	199	136	327	269	216
28	Heppner	111	228	384	214	303	227	59	191	155	346	237	277	109	265	221
29	Hermiston	80	224	387	209	298	195	28	186	203	363	232	295	104	260	216
30	Hillsboro	278	32	280	20	106	391	226	17	160	184	50	117	101	58	37
31	Hood River	198	99	335	85	174	312	146	62	136	239	108	171	21	136	92
32	Independence	318	28	226	40	75	404	266	59	141	131	12	67	141	72	30
33	John Day	135	292	365	285	315	132	127	264	136	327	266	258	190	337	281
34	Junction City	359	72	181	84	77	391	308	100	128	85	54	18	183	116	72
35	Klamath Falls	408	259	76	263	265	365	378	279	153	171	234	170	268	303	250
36	La Grande	-	297	484	283	372	115	52	259	255	437	306	369	177	333	289
37	Lake Oswego	266	34	271	20	110	381	215	8	167	176	41	108	89	81	24

	A	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
2		La Grande	McMinnville	Medford	Newberg	Newport	Ontario	Pendleton	Portland	Redmond	Roseburg	Salem	Springfield	The Dalles	Tillamook	Woodburn
38	Lakeview	344	332	171	335	353	270	337	335	191	267	306	259	305	380	323
39	Lebanon	340	61	208	64	71	369	288	80	107	112	35	45	163	106	54
40	Lincoln City	348	50	266	65	25	450	296	88	187	170	57	122	171	44	76
41	Madras	251	153	255	138	204	278	199	118	26	216	155	148	89	190	133
42	McDermitt	299	435	381	438	458	184	351	437	293	469	408	400	407	483	423
43	McMinnville	297	-	252	14	76	411	245	38	156	157	26	90	120	67	33
44	Medford	484	252	-	257	240	442	454	273	228	96	227	164	343	297	243
45	Milton-Freewater	69	275	483	260	118	180	29	237	255	414	284	346	155	311	268
46	Milwaukie	265	42	275	28	116	380	214	7	171	179	44	111	88	75	28
47	Newberg	283	14	257	-	89	397	231	23	159	161	30	94	106	78	19
48	Newport	373	76	240	90	-	442	321	114	179	144	83	96	196	69	100
49	North Bend	467	171	173	185	95	495	416	209	233	88	174	111	291	164	191
50	Nyssa	128	425	445	411	437	13	180	388	271	456	395	387	305	462	409
51	Oakridge	367	128	167	135	136	356	337	151	112	98	106	34	235	171	123
52	Ontario	115	411	442	397	424	-	167	374	268	453	392	384	293	448	403
53	Oregon City	268	37	264	23	121	382	216	13	141	168	38	100	91	88	21
54	Pendleton	52	245	454	231	321	167	-	208	255	385	254	317	125	282	238
55	Portland	259	38	273	23	114	374	208	-	144	177	47	110	83	74	30
56	Prineville	230	174	247	167	197	250	222	146	19	209	148	141	117	219	163
57	Rainier	303	85	320	71	161	417	251	47	191	224	94	157	126	107	77
58	Redmond	255	156	228	159	178	268	225	144	-	190	129	122	114	204	144
59	Reedsport	444	147	169	162	71	471	392	185	209	73	150	87	267	141	159
60	Roseburg	437	157	96	161	144	453	385	177	190	-	132	68	260	201	148
61	St. Helens	285	67	302	52	143	399	233	29	173	206	76	138	108	103	59
62	Salem	306	26	227	30	83	392	254	47	129	132	-	64	129	74	17
63	Seaside	339	88	334	90	118	454	288	79	222	239	119	172	163	49	101
64	Sheridan	310	13	255	27	63	424	258	51	162	159	32	92	133	54	46
65	Silverton	296	40	240	30	97	389	244	42	128	145	14	77	120	88	13
66	Springfield	369	90	164	94	91	384	317	110	122	68	64	-	192	134	80
67	The Dalles	177	120	343	106	196	293	125	83	114	260	129	192	-	157	113
68	Tillamook	333	67	297	78	69	448	282	74	204	201	74	134	157	-	92
69	Toledo	380	83	254	97	7	436	328	121	174	151	83	91	203	76	98
70	Union	14	311	494	297	386	107	66	274	265	451	320	383	191	348	303
71	Vale	132	402	425	403	424	17	185	377	252	436	375	367	309	450	396
72	Vernonia	305	54	308	54	130	419	253	45	187	214	80	146	128	61	63
73	Woodburn	289	33	243	19	100	403	238	30	144	148	17	80	113	92	-

