

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

EFFECTIVE JANUARY 1, 2012

(Rates are updated annually)

Commonly Used Travel Account Codes			
	In-State	Out-of-State	Foreign
Employee Travel	39415	39515	39615
Employee Training	39416	39516	39616
Non-Employee Travel	39445	39545	39645
Group/Team Travel	39446	39546	39646
Conference Registration	28601 (ALL)		

*Meals and incidental expenses are generally reimbursed at a per diem rate without the necessity for actual receipts. However, meals that are part of a conference registration package, or included in meetings must be deducted from the meal per diem. (PSU Travel Policy)

Oregon and Out-of-State Low Per Diem Cities	\$52.00/day or Breakfast = \$13 Lunch = \$13 Dinner = \$26	Foreign Per Diem Rates go to: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78 Hawaii and Alaska Per Diem Rates go to: http://www.defensetravel.dod.mil/site/perdiemCalc.cfm
Out-of-State High Per Diem Cities & Conference Exception	\$65.00/day or Breakfast = \$16.25 Lunch = \$16.25 Dinner = \$32.50	

Partial day per diem rates (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 to 5:59 PM	6:00 PM and after
Meal Allowance	Breakfast	Breakfast, lunch	Breakfast, lunch, dinner

Meal Allowance – Day Trip (In-State Rates Only) Taxable- **Departure & return times based on typical 8:00am to 5:00pm work day. If not schedule for traveler, note official schedule on reimbursement

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.

Use account code **39712**, taxable overtime mileage

Lodging Rates

In-State	\$111.00
In-State Portland, OR	Use University Place when possible
Out-of-State Low City	\$111.00
Out-of-State High City	\$177.00
Conference Exception	Lodging reimbursed at actual and reasonable cost. RECEIPT REQUIRED FOR REIMBURSEMENT
Non-Commercial Lodging	\$25.00

MISCELLANEOUS EXPENSES: All miscellaneous expenses must be itemized. Commercial ground transportation requires original receipts if over \$75 per item if outside the state of Oregon, \$40 in Portland/Metro area; all other miscellaneous expenses require original receipts if over \$25 per item.

FOR CONFERENCE LODGING REIMBURSEMENT: Attach conference brochure showing location, dates and conference hotel.

TRAVEL OFFICE

NH 12-A
Phone: 503-725-3733
travel@pdx.edu

Megan Looney, Travel Accountant
Cora Alloway, Accounting Tech

Revised February 2012

**Frequently Used Mileage
Portland, Oregon to:**

****Private vehicle mileage reimbursed @ 51 cents/mile using the most direct route from PSU**

OREGON

Albany	69
Ashland	285
Astoria	95
Beaverton	6
Bend	160
Corvallis	81
Eugene	110
Forest Grove	23
Gresham	14
Hillsboro	17
La Grande	259
Lebanon	80
Lincoln City	88
McMinnville	38
Oregon City	13
PDX Airport	13
Pendleton	208
Prineville	146
Redmond	144
Salem	47
Seaside	79
Silverton	42
The Dalles	83
Tillamook	74
Vernonia	45
Woodburn	30

WASHINGTON

Battle Ground	27
Camas	23
Olympia	115
Seattle	175
Tacoma	144
Vancouver	11
Washougal	26

See mileage table:

http://www.pdx.edu/bao/sites/www.pdx.edu/bao/files/Travel_Mileage_Chart.xls

****If using mileage table, you do not need to print out maps.**

Rental Cars

<p>ZIPCAR</p> <p>808 SW 3rd Ave., Suite 480 Portland, OR 97204</p> <p>Phone: 503-328-3539 Fax: 503-241-3076</p> <p>www.zipcar.com/psu</p> <p>Department must provide index code & contact phone number.</p>	<p>ENTERPRISE/NATIONAL RENT-A-CAR (DB46W68)</p> <p>Downtown: 503-275-5359 or 800-261-7331 http://www.enterprise.com/car_rental/home.do</p> <p>Limited Damage Waiver (LDW/CDW) is inclusive. Must provide index code & contact phone number when booking.</p>	<p>HERTZ CAR RENTAL</p> <p>http://www.hertz.com/rentacar/reservation/gag/index.jsp?targetPage=reservationOnHomepage.jsp</p> <p>Limited Damage Waiver (LDW/CDW) is inclusive. Must provide index code & contact phone number when booking.</p>
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Zipcar:

Zipcar is the best option for short term use; if you are planning to rent a car for more than a day, it is more affordable to go through one of the other contracted car rental agencies. In order to rent a car through Zipcar, the traveler must be a member. To register for membership go to www.zipcar.com/psu. Zipcar will route the request to the Travel Office for approval. After approval, you will receive a Zipcard. Minimum age requirement to rent is 21 years old.

Enterprise/National:

When booking through Enterprise, renter must provide the corporate account code which is DB46W68 and call the Travel Office (5-3733/5-4382) for the pin number. Renter must provide the department index code, contact person and phone number to ensure that charges are being billed correctly to the right index code. LDW/CDW is already included in PSU's contract so no additional insurance should be purchased. The minimum age to rent a car is 21 years old and car rental must be economy size unless justified for groups of 3 or more, no upgrades such as GPS.

Hertz:

When booking through Hertz, renter must provide the CPD #221255 which is the corporate account number. Department Index code, contact person and phone number must be provided. Also, PSU's contract covers the CDW insurance; therefore, no other insurance should be purchased. Minimum age requirement to rent is 21 years old. The minimum age to rent a car is 21 years old and car rental must be economy size unless justified for groups of 3 or more, no upgrades such as GPS.

Airfare

<p>AZUMANO TRAVEL</p> <p>320 SW Stark Street, Suite 600 Portland, OR 97204</p> <p>Booking #: 866-291-0460 Fax#: 800-713-5432</p> <p>FEES: per domestic transaction: \$8 for online booking (TBA) \$29 by phone</p> <p><i>Agents:</i> All agents can be reached at: azgovernment@azumano.com</p> <p><i>Manager:</i> Becky Lindsay blindsay@azumano.com</p> <p>http://www.azumano.com/clients/?client_id=psu</p>	<p>UNIGLOBE SPECTRUM TRAVEL</p> <p>15150 Bangy Road Lake Oswego, OR 97035</p> <p>Booking #: 800-544-2575 or 503-620-0620 Fax #: 503-624-0987</p> <p>FEES: per domestic transaction: \$8 for online booking (TBA) \$25 by phone</p> <p><i>Agents:</i> Michelle Maldonado – 503-359-1696 maldo@comcast.net Michelle Cipple – 503-630-7070 myair33@aol.com</p> <p><i>Manager:</i> Mary Getty 503-597-2261</p>	<p>JOURNEYS BY AMBASSADOR</p> <p>1675 SW Marlow Ave. #401 Portland, OR 97225</p> <p>General Booking #: 800-999-2608 FEES: \$32 per domestic transaction \$45 per international transaction</p> <p><i>Agents:</i> Jacquie Martin- 503-375-8811 jmartin@peaktravel.com Jamie Olian 503-546-1077 jolian@peaktravel.com</p> <p><i>Manager:</i> Edgar Santiago 503-375-8809 esantiago@peaktravel.com</p>
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When booking on-line or with an agent, various flight options should be presented. The agency will provide City-Pair fares whenever there is an available option. Once you have chosen a flight, you may contact the agency or select an option on-line and begin the reservation process by providing your Index code and Account code. The departmental approver(s) are then sent an e-mail requesting approval. The ticketing process will not be complete until the agency has gotten a confirmation back from the departmental approver.

Upgrades are not allowed and all travel involving airfare require a travel authorization to be turned in before the date of travel.

Revised February 2012

Per Diem Locality:			
State	Key City	County and Other Defined Location	Effective 1/1/12 - 12/31/12
AZ	Phoenix, Scottsdale	Maricopa	*
	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	*
	Yosemite National Park	Mariposa	6/1-8/31
CO	Aspen	Pitkin	12/1-3/31 & 6/1-8/31
	Denver, Aurora	Denver, Adams, Arapahoe, Jefferson	All year
	Silverthorne, Breckenridge	Summit	*
	Steamboat Springs	Routt	12/1 - 3/31
	Telluride	San Miguel	12/1 - 3/31
	Vail	Eagle	12/1 - 8/31
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	1/1 - 5/31
	Fort Walton Beach, DeFuniak Springs	Okaloosa, Walton	6/1 - 7/31
	Key West	Monroe	All year
	Miami	Miami-Dade	12/1 - 3/31
	Naples	Collier	1/1 - 4/30
IL	Chicago	Cook, Lake	4/1 - 11/30
LA	New Orleans	Orleans, St. Bernard, Jefferson, Plaquemines Parishes	10/1 - 6/30
MA	Boston, Cambridge	Suffolk, City of Cambridge	All year
	Falmouth	City limits of Falmouth	7/1 - 8/31
	Martha's Vineyard	Dukes	7/1 - 8/31
	Nantucket	Nantucket	6/1 - 9/30
MD	Baltimore	Baltimore City	3/1-11/30
	Cambridge, St. Michaels	Dorchester, Talbot	6/1 - 8/31
	Ocean City	Worcester	6/1 - 8/31
	Washington, DC Metro Area	Montgomery, Prince George's	All year
ME	Bar Harbor	Hancock	7/1 - 8/31
NC	Kill Devil	Dare	6/1 - 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
	Riverhead, Ronkonkoma, Melville	Suffolk	*
	Saratoga Springs, Schenectady	Saratoga and Schenectady	7/1 - 8/31
	Tarrytown, White Plains, New Rochelle	Westchester	All year
PA	Philadelphia	Philadelphia	All year
RI	Jamestown, Middletown, Newport	Newport	5/1-10/31
UT	Park City	Summit	1/1 - 3/31
VA	Virginia Beach	City of Virginia Beach	6/1 - 8/31
	Washington, DC Metro Area (includes Alexandria, Fairfax, and Falls Church)	Cities of Alexandria, Fairfax, and Falls Church; counties of Arlington and Fairfax	All year
VT	Stowe	Lamoille	*
WA	Seattle	King	All year
WY	Jackson, Pinedale	Teton, Sublette	7/1 - 8/31