

**PSU SUMMARY OF TRAVEL REIMBURSEMENT RATES
AND TRAVEL REFERENCES
EFFECTIVE JANUARY 01, 2019
(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)		

Hosting Rates: Breakfast (\$17.75) Lunch (\$17.75) Dinner (\$35.50)

Per Diem Rates:

Oregon and Out-of-State Low Per Diem Cities	\$60.00/day or Breakfast = \$15.00 Lunch = \$15.00 Dinner = \$30.00	Foreign Per Diem Rates go to: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78
Out-of-State High Per Diem Cities & Conference Exception	\$71.00/day or Breakfast = \$17.75 Lunch = \$17.75 Dinner = \$35.50	Hawaii and Alaska Per Diem Rates go to: http://www.defensetravel.dod.mil/site/perdiemCa lc.cfm

Partial day Per Diem rates (involving an overnight stay): Traveler will receive 75% of the total day's per diem on his/her first and last date of travel.

Partial day Per Diem rates (on one day trips): **Breakfast:** If the traveler departs 2 hours before official start time he/she will receive 25% of per diem. **Dinner:** If the traveler arrives 2 hours after official end time he/she will receive 50% of per diem. **Lunch** on a one day trip is **NOT** reimbursable. **NOTE:** Meals on a one day trip are taxable. Use account code 28502. Use account code 39712 for taxable overtime mileage.

Lodging Rates	
In-State	\$134.00
In-State Portland, OR	<p>Portland is IRS High City from April 1 – Sept. 30, 2019 (High City \$216)</p> <p>Use University Place when possible</p> <p>Portland Hotels with PSU Contracts:</p> <p>The Hotel Zags: \$150.00 https://www.pdx.edu/financial-services/financial-services-policy-manual/...</p> <p>Heathman Hotel (Direct Bill currently not in place) \$159 Jan 1 – May 31, and Nov 1 – Dec 31, 2018 \$192 June 1 – Oct 31, 2018</p>
Out-of-State Low City	\$134.00
Out-of-State High City	\$216.00
Conference Exception	Lodging reimbursed at actual and reasonable cost. RECEIPT REQUIRED FOR REIMBURSEMENT

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

****Private vehicle mileage reimbursed @ 58 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 travel mileage table:
http://www.pdx.edu/financial-services/formpolicies#facstf_travel

***If using the mileage chart, you do not need to submit mapquest.**

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.

Need Help?

Email travel@pdx.edu or reach the travel through instant message at <http://www.pdx.edu/financial-services/travel>

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</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's more affordable to go through one of the other contracted car rental agencies. 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. Once approved, you will receive a Zipcard. Minimum age requirement to rent is 21 years old.

Enterprise/National:

When booking through Enterprise, 1) please log into UFS Intranet using renter's odin username and password: <https://sites.google.com/a/pdx.edu/bao-intranet-web/> 2) Click on the "Campus Accounting" tab 3) Under the "Applications" column, click on "Enterprise/National Car Rental" link. If phone reservation is preferred, an account number will be needed. PSU's account number is provided next to the Enterprise link. 4) 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. 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, GPS is not allowed.

Hertz:

When booking through Hertz, renter must provide the CPD #221255 which is the corporate account number in order to use the contracted rate and must provide the #1 Applicant Number; call the Travel Office for the number in order to bill it directly. **The following are the only 3 options to rent a car and bill directly:**

- If booking through one of the contracted agencies, have your Travel Agent enter the #1 Applicant Number in the ID FIELD of their computer system.
- If calling in, contact Hertz Nationwide toll free # 800-654-3131 and give Hertz the #1 Applicant Number (if you get the recording, say "AGENT" to get a live body).
- If booking online, go to Hertz.com and on the bottom right side of the page where it says "Travel Agents"- you will see a link that says "Applicant Program". Select this to enter the Applicant Program Site to make

your reservation.

Index code, contact person and phone number must be provided. PSU's contract covers the CDW insurance; therefore, no other insurance should be purchased. Minimum age to rent a car is 21 years old and car must be economy size unless justified for groups of 3 or more, no upgrades such as GPS are allowed.

Airfare

<p>AZUMANO TRAVEL 320 SW Stark Street, Suite 600 Portland, OR 97204 Booking #: 866-291-0460 Fax#: 800-713-5432 FEES: per domestic transaction: \$29 by phone</p> <p>Agents: All agents can be reached at: azgovernment@azumano.com Manager: Stephen Matusik smatusik@azumano.com http://www.azumano.com/clients/?client_id=psu</p>	<p>UNIGLOBE SPECTRUM TRAVEL 15150 Bangy Road Lake Oswego, OR 97035 Booking #: 800-544-2575 or 503-620-0620 Fax #: 503-624-0987 FEES: per domestic transaction: \$25 by phone</p> <p>Agents: Michelle Maldonado – 503-359-1696 michellem@unispectrum.com</p> <p>Manager: Mary Getty 503-597-2261</p>	<p>JOURNEYS BY AMBASSADOR 1675 SW Marlow Ave. #401 Portland, OR 97225 General Booking #: 800-999-2608 FEES: \$32 per domestic transaction \$45 per international transaction</p> <p>Agents: Jacquie Martin- 866-584-8818 jmartin@peaktravel.com Jamie Olian 503-352-8008 jolian@peaktravel.com Manager: Edgar Santiago 503-375-8809 esantiago@peaktravel.com</p>
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When booking airfare through our contracted agencies, various flight options should be presented. The agency will provide City-Pair fares whenever available. Once you have chosen a flight, you may contact the agency 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, all travel involving airfare require a travel authorization to be turned in before the date of travel.

Per Diem Locality: High Cities/Counties			
State	Key City	County and Other Defined Location	Effective 1/1/19 - 12/31/19
AZ	Sedona	City Limits of Sedona	All year
CA	Los Angeles	Los Angeles, Orange, Ventura, Edwards AFB less the city of Santa Monica	1/1/19 - 9/30/19
	Monterey	Monterey	7/1-8/31
	Napa	Napa	5/1 – 9/30
	Oakland	Alameda	All year
	San Diego	San Diego	1/1/19 - 7/31/19
	San Francisco	San Francisco	All year
	San Mateo/Foster City/Belmont	San Mateo	All year
	Santa Barbara	Santa Barbara	All year
	Santa Monica	City limits of Santa Monica	All year
	Sunnyvale/Palo Alto/San Jose	Santa Clara	All year
CO	Aspen	Pitkin	6/1/19 - 9/30/19
	Denver, Aurora	Denver, Adams, Arapahoe, Jefferson	All year
	Grand Lake	Grand	1/1 – 3/31
	Silverthorne/Breckenridge	Summit	1/1 – 3/31
	Telluride	San Miguel	All year
	Vail	Eagle	1/1 -3/31 & 7/1 – 8/31

DE	Lewes	Sussex	7/1 – 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	Boca Raton/Delray Beach/Jupiter	Palm Beach/Hendry	1/1-4/30
	Fort Lauderdale	Broward	1/1 – 4/30
	Fort Meyers	Lee	2/1 – 3/31
	Fort Walton Beach, De Funiak Springs	Okaloosa, Walton	6/1 - 7/31
	Key West	Monroe	All year
	Miami	Miami-Dade	1/1 – 3/31
	Naples	Collier	2/1 - 4/30
	Vero Beach	Indian River	1/1/19 - 4/30/19
GA	Jekyll Island/Brunswick	Glynn	3/1/19 - 7/31/19
IL	Chicago	Cook, Lake	4/1- 9/30
MA	Boston, Cambridge	Suffolk, City of Cambridge	3/1/19 - 9/30/19
	Falmouth	City limits of Falmouth	7/1 - 8/31
	Hyannis	Barnstable	7/1 – 8/31
	Martha's Vineyard	Dukes	6/1 – 9/30
	Nantucket	Nantucket	6/1 - 9/30
MD	Ocean City	Worcester	7/1 - 8/31
	Washington, DC Metro Area	Montgomery, Prince George's	All year
ME	Bar Harbor/Rockport	Hancock and Knox	7/1/19 – 8/31/19
MI	Traverse City	Grand Traverse	7/1 – 8/31
MN	Duluth	St. Louis	6/1/19 - 8/31/19
NY	Lake Placid	Essex	7/1 - 8/31
	New York City	Bronx, Kings, New York, Queens, Richmond	All year
OR	Portland	Multnomah	4/1/19 - 9/30/19
	Seaside	Clatsop	7/1 – 8/31
PA	Hershey	Hershey	6/1 – 8/31
	Philadelphia	Philadelphia	4/1 - 11/30
RI	Jamestown, Middletown, Newport	Newport	6/1 – 8/31
SC	Charleston	Charleston, Berkeley and Dorchester	3/1 – 9/30
TX	Pecos	Reeves	1/1/19 - 3/31/19
UT	Moab	Grand	3/1/19 - 9/30/19
	Park City	Summit	12/1 - 3/31

VA	Virginia Beach	City of Virginia Beach	6/1 - 8/31
	Wallops Island	Accomack	7/1 – 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
WA	Seattle	King	All year
	Vancouver	Clark, Cowlitz, and Skamania	4/1/19 - 9/30/19
WY	Jackson, Pinedale	Teton, Sublette	6/1 – 9/30