TRAVEL MATRIX AND INFORMATION

MILEAGE Reimbursement Rate: Jan 1, 2026 Mileage rates: Tier 1, 0.725, Tier 2, 0.205

MEAL and LODGING PER DIEM EFFECTIVE Oct 01. 2025~Sep 30. 2026

Note: Travel expense must NOT be claimed prior to travel taking place.
Note: Must be in travel status to claim meals

TXIX Volunteers: Non-overnight travel (taxable meals)

Breakfast: 25% of daily per diem
⇒ Assignment must begin by 6:00 AM and last at least 4 hours away from home.
Lunch: 25% of daily per diem
⇒ Assignment must begin by 11:00 AM and last at least 4 hours away from home.
***Both breakfast & lunch**
⇒ **Assignment must begin by 6 AM and end after 2 PM.**
Dinner: 50% of daily per diem
⇒ Assignment must end on or after 7:00 PM and have lasted at least 4 hours.

NON-OVERNIGHT travel: (taxable meals)

*Note: Meals that are provided must be subtracted from the daily per diem.

Breakfast: 25% of daily per diem
⇒ Must leave **2 hrs before start of normal work schedule.**
Lunch* 0.00%
⇒**No allowance is provided for lunch,** unless specific criteria is met (rare).
Dinner: 50% of daily per diem
⇒ Must return **2 hrs past end of normal work schedule.**

OVERNIGHT TRAVEL Meal allowance

Meals for the entire trip are based on where lodging takes place.
Meals for **initial day & final day** of travel are prorated based on the following schedule of departure and return times.

Initial Day Travel **BEGINS** Percent of Daily per diem to claim	**BEFORE 6:00 AM 100%**	**6:00** AM-**Noon 75%**	**12:01 PM-6 PM 50%**	**AFTER 6:00 PM 25%**
Final Day Travel **ENDS** Percent of Daily per diem to claim	**BEFORE 6:00 AM 25%**	**6:00 AM-Noon 50%**	**12:01 PM-6 PM 75%**	**AFTER 6:00 PM 100%**

BREAKDOWN OF EACH M&I PER DIEM BASED ON TRAVEL TIMES	Meals 100%	Meals 75%	Meals 50%	Meals 25%
Standard	$68	$51	$34	$17
Clackamas	$80	$60	$40	$20
Lane	$80	$60	$40	$20
Washington	$80	$60	$40	$20
Deschutes	$86	$64.50	$43	$21.50
Lincoln	$92	$69	$46	$23
Multnomah	$86	$64.50	$43	$21.50
Clatsop	$86	$64.50	$43	$21.50
STANDARD MEALS & INCIDENTALS PER DIEM	**$68.00**			
NON-COMMERCIAL LODGING PER DIEM	**$25.00**			
STANDARD LODGING PER DIEM	**$110.00**			
FOR HIGH-COST COUNTIES SEE CONUS				

- **LODGING allowance Actual Cost Reimbursement up to specified maximum, plus all lodging taxes. LODGING TAX IS PAID IN ADDITION TO LODGING PER DIEM**
- Share a room with another state employee: Each receives maximum per diem, up to their share of receipt
- Share a room with someone not on State business: Employee receives SINGLE ROOM RATE up to maximum per diem.
- Stay with friend, relative, or in an RV park, etc. and claim non-commercial per diem $25.00 for lodging.

WEBSITES USED FOR PROCESSING EXPENSE CLAIMS - Policies, Procedures & General Information

Travel Reimbursements on WIC Coordinator Page:

https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Pages/wic-coordinator.aspx

(click on link above)

Out of State rates at GSA website, click link below. (still goes by our policy breakdown of per diem):

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup

How To Request an Exception

1. Traveler drafts a request for a policy exception explaining why exception is needed at least two weeks prior to travel.
    - Send request to your assigned nutrition consultant.
2. Submit exception authorization with travel reimbursement request.

70 Mile Policy (DHS Policy 2.a.B)

- **The DHS travel reimbursement policy states that travelers are eligible for lodging when the distance from their homes or workstations (whichever is closer) is over 70 miles.**
- **Any lodging obtained at less than 70 miles requires an approved policy exception.**

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