HIGH COST LODGING & MEAL PER DIEM – WASHINGTON ONLY **(Effective October 1, 2013)**

CITY New rates for 2013	COUNTY	Maximum **LODGING** (does not include tax – suggest to use 12% as a median tax)	Set **MEAL** Rates
Anacortes/Camano Island/ Coupeville/Mount Vernon/ La Conner/Burlington/ Friday Harbor/Oak Harbor/ Whidbey Island	Skagit/Island/ San Juan	91	61
Auburn/Bothell/Des Moines	King	152	71
Bellevue	King	152	71
Bellingham/Blaine	Whatcom	83	46
Bremerton	Kitsap	83	46
Centralia	Lewis	83	46
Edmonds	Snohomish	104	61
Ellensburg	Kittitas	83	46
Everett	Snohomish	104	61
Gig Harbor	Pierce	106	61
Kelso	Cowlitz	126	56
Kirkland/Kent/North Bend	King	152	71
Lacey	Thurston	94	61
Lakewood	Pierce	106	61
Leavenworth	Chelan	83	46
Long Beach	Pacific	83	46
Longview	Cowlitz	126	56
Lynnwood	Snohomish	104	61
Ocean Shores/Hoquiam/ Aberdeen	Grays Harbor Jul 1-Aug 31 Sep 1-Jun 30	 105 83	 51 51
Olympia/Tumwater	Thurston	94	61
Portland, OREGON	Multnomah	126	66
Port Angeles/ Port Townsend/Squim	Jefferson/Clallam July 1-Aug 31 Sep 1-Jun 30	 122 95	 61 61
Redmond/Renton/Sea-Tac/ Seattle/Shoreline/Tukwila	King	152	71
Stevenson	Skamania	126	56
Spokane	Spokane	88	61
Tacoma	Pierce	106	61
Vancouver	Clark	126	56
Wenatchee	Chelan	83	46
Yakima	Yakima	83	46

Meal Rate Breakdown:

Total	B	L	D
$46	$11	$14	$21
$51	$13	$15	$23
$56	$14	$17	$25
$61	$15	$18	$28
$66	$16	$20	$30
$71	$18	$21	$32

ASB Additional Rates

$20	$5	$5	$10
$25	$6	$8	$11
$31	$8	$9	$14

Meal Periods:
Breakfast – 5:30 - 6:30 AM
Lunch - 12:00 – 1:00 PM
Dinner - 7:00 – 8:00 PM
Must be in travel status during the **entire** meal period for reimbursement.

3-Hour Rule for meal reimbursement * Traveler must be in travel status three hours over their regular workday. (This can be a combination of before &/or after).
i.e....
6 Hr Faculty = 10 Hrs travel status.
8 Hr Classified = 12 Hrs travel status.
***(subject to payroll taxes)**

Outside USA Meal % Rate
B – 25%
L – 30%
D – 45%

Personal Vehicle Mileage:
.565 per mile beginning 1/1/13
.51 per mile beginning 1/1/11
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ENTERPRISE CAR RENTAL is our state contract: See Rental Procedures on the Travel Website

Midsize Car:	**$32.24/day**
Full Size Car:	**$34.75/day**
Small 4x4 vehicle:	**$53.18/day**
7-seat Van	**$52.17/day**
~~**15-seat Van**~~	~~**$73.50/day**~~

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OFM Lodging Exception Rules:
Rule 10.30.20.a. 4
Conference hotel; business interaction
Rule 10.30.20.a.3
Closest, least expense, available