

Travel Reimbursement

Where do I find mileage, lodging and meal rates for travel when using ECEAP funds?

- Mileage and in-state rates for lodging and meals can be found on the Washington State Office of Financial Management website. Rates are identified by county on the Washington state per diem map at <http://www.ofm.wa.gov/resources/travel.asp>.
- Out- of- state rates for lodging and meals can be found on the U.S. General Services Administration website at: www.gsa.gov.
- Meal rates on the Washington state per diem map or GSA website break down to breakfast, lunch and dinner as follows:

Daily Meal Rate	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00	\$71.00
Breakfast	11.00	13.00	14.00	15.00	16.00	18.00
Lunch	14.00	15.00	17.00	18.00	20.00	21.00
Dinner	21.00	23.00	25.00	28.00	30.00	32.00

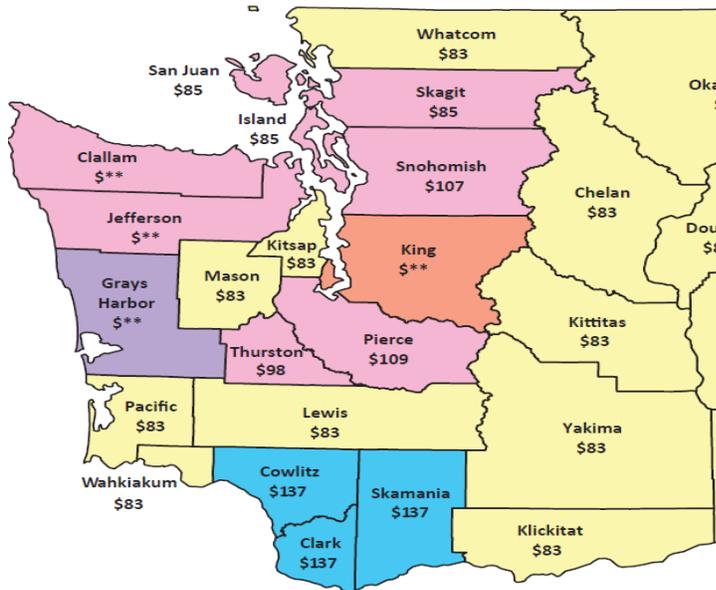
- For **overnight** travel assignments, IRS publication 463 requires all meals to be reimbursed at the rate in effect for the area where the traveler stops for sleep. The meal reimbursement rate for the last day of travel (return day) would continue to be the rate for the location where the traveler last stopped for sleep
- If the daily meal rate is different than above, use the following to determine reimbursement. This is based on the daily meal rate from the GSA website and rounded to the nearest dollar:
 - Breakfast 25%
 - Lunch 30%
 - Dinner 45%

Do the lodging rates include tax?

- The lodging rates identified on the Washington State per diem map and the GSA website are pre-tax rates. Travelers are reimbursed for the actual pre-tax lodging rate, up to the limits identified on the OFM and GSA websites, plus any state and local taxes (based on the limit).
 - **Example:** The lodging rate for Thurston County is \$98.00 per night. The hotel billed the traveler \$99.00 per night plus tax \$12.59 totaling \$111.59. The traveler will be reimbursed at the per diem rate of \$98.00 per night plus tax at \$12.49 (re-calculated based on maximum per diem rate) totaling \$110.49.

Examples (rates effective January 2015):

- **In-State**
 - Employee is traveling overnight from Seattle to Yakima. They stop in Ellensburg for lunch on the way to Yakima.
 - Use the Washington State Office of Financial Management state per diem map to determine rates.



	TOTAL	B	L	D
Yellow	\$46	\$11	\$14	\$21
Purple	\$51	\$13	\$15	\$23
Blue	\$56	\$14	\$17	\$25
Pink	\$61	\$15	\$18	\$28
Orange	\$71	\$18	\$21	\$32

- The traveler will be reimbursed a maximum of \$83.00 per night plus taxes.
- Meal reimbursed will be based on a rate of \$46.00 per day – all meals will be reimbursed based on location traveler stops to sleep. Meals break down to B-\$11, L-\$14, D-\$21 and reimbursed based on the agency defined meal periods.
 - For example, your agency policy may reflect that a traveler is eligible for breakfast if they are in travel status 1-1/2 hour prior to their normal work shift. If the traveler’s work shift begins at 8:00am and they leave at 9:00am they are not eligible for breakfast. However, if they were in travel status at 6:30am then they will be reimbursed for breakfast.
- **Out of State**
 - Employee is traveling to WA DC in February, 2015.
 - Use the GSA website to look up out of state rates.

You searched for: District of Columbia														
Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)											Meals & Inc. Exp.**	
		2014			2015									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Standard Rate	Applies for all locations without specified rates	83	83	83	83	83	83	83	83	83	83	83	83	46
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	222	177	177	177	177	229	229	229	229	162	162	222	71

- The traveler will be reimbursed a maximum of \$177.00 per night plus taxes.
- Meal reimbursement will be based on a rate of \$71.00 per day. This breaks down to B-\$18, L-\$21, D-\$32. Reimbursement is based on agency defined meal periods.

If you have further questions, please contact your DEL Pre-K Specialist.