

TRAVEL REIMBURSEMENT FOR BASIC FOOD EMPLOYMENT & TRAINING BFET FORUM in Pierce County – June 2019

Travel to and from the training:

The current federal mileage rate is **\$.58 per mile for privately owned vehicle**. Round trip mileage reimbursed, calculated from the contractor's official place of business, to Pierce County, Washington. The maximum mileage reimbursement based on the contractor's official business address even if the contract staff travels from a further location. State motor pool cost and rental car reimbursements will be allowed as long as they do not exceed the mileage reimbursement amount.

Due to the location of the training, DSHS will permit reimbursement for air or train travel from Eastern WA contractors, in lieu of vehicle mileage. The maximum reimbursement will be limited to 150% of what the round trip vehicle mileage would have cost. This will include any additional costs, such as taxis, parking at the airport or train station or rental car costs.

Meals while in travel status:

Meals will be provided/reimbursed as such:

Monday:	Dinner may be reimbursed only for those in travel status
Tuesday:	Breakfast is provided and not reimbursable
Tuesday:	Lunch and dinner is reimbursed only for those in travel status
Wednesday:	Breakfast is provided and not reimbursable
Wednesday	Lunch and dinner is reimbursed only for those in travel status
Thursday:	Breakfast is provided and not reimbursable
Thursday:	Lunch and dinner is reimbursed only for those in travel status

The per diem meal reimbursement cannot exceed the Pierce County federal rate (see below).

Federal per diem rates: Lunch \$18 (including tax and tip)

Federal per diem rates: Dinner \$31 (including tax and tip)