

TRAVEL REIMBURSEMENT RATES

**SECTION ONE**  
**TRAVEL REIMBURSEMENT RATES**

- 1.01** Pursuant to *Regulation DEE*, the travel reimbursement rates are as follows:
- 1.01.1** Mileage: Present IRS approved rate.
  - 1.01.2** Employee Meals: \$36/day; Breakfast: \$8.00, Lunch: \$12.00, Dinner: \$16.00
  - 1.01.3** Student Meals: \$24/day; Breakfast: \$6.00, Lunch: \$8.00, Dinner: \$10.00
  - 1.01.4** Lodging: \$150/night. Lodging expenses may exceed \$150/night with prior written approval from the Vice President of Business Affairs or the Vice President of Academic Affairs.
- 1.02** The College is exempt from paying state sales tax. The employee must provide a *Hotel Occupancy Tax Exemption Certificate* to the hotel to avoid state sales tax. Any sales tax paid is the responsibility of the employee.