

Travel Reimbursement Rates

The Travel Reimbursement rates for 2021-22 are as follows:

The Internal Revenue Services (IRS) has announced the standard business mileage rate in effect for expenses incurred from January 1st thru December 31, 2022 the rate is .585 cents per mile (IR-2021-251 dated 12/17/2021). The **2022 Calendar Year maximum meal reimbursement rate is \$64.00 per day for each completed 24 hours of travel (\$74.00 for high cost areas identified in IRS Notice 2021-52)**. This rate is only to be used for the full 24-hour period traveled and only actual expenses are to be reimbursed.

The following maximum reimbursements are established for fractional parts of the day and any combination claimed is not to exceed the maximum allowance established:

Breakfast \$14.00 (\$17.00 High Cost areas)

Lunch \$17.00 (\$20.00 High Cost areas)

Dinner \$28.00 (\$32.00 High Cost areas)

Incidentals \$5.00

Please note that the total of these allowable reimbursements is not more than the allowance, which is \$64.00 per day. These fractional amounts are not to be used when claiming reimbursement for travel of 24 hours or more.