

Travel Reimbursement Rates

The travel reimbursement rates for 2024-25 are as follows:

The internal Revenue Services announced that the standard business mileage rate beginning **January 1st, 2025**, will be 70 cents per mile (IR-2024-312 dated 12/19/2024).

The 2025 calendar year maximum meal reimbursement rate is \$74.00 per day for each completed 24 hours of travel (\$86.00 for high-cost areas identified in IRS Notice 2024-68). Only use the per diem daily rate for the full 24-hour period traveled and ***itemized meal receipts are required for all meal reimbursement.***

Use these reimbursements rates for a partial day of travel:

Breakfast \$18.00 (\$22.00 High-cost areas)
Lunch \$20.00 (\$23.00 High-cost areas)
Dinner \$31.00 (\$36.00 High-cost areas)
Incidentals \$5.00

The tip limit is 15% of subtotal of meals, transportation (Uber, Taxi, Lyft, etc.) Do not include any taxes in tip reimbursement.

For more guidance, see Palomar Community College District Procedure AP 6900:

<https://www.palomar.edu/governingboard/wp-content/uploads/sites/64/2017/06/AP-6900-Travel-approved-10-22-21.pdf>