



Accounts Payable

Reimbursement Rates

All reimbursement rates are the IRS approved rates and typically change annually.

MILEAGE:

Effective January 1, 2024: \$0.67 per mile

The mileage rate applies to the time period in which the miles are driven and not the date in which the miles are claimed for reimbursement. We will adjust all mileage claims to ensure that each employee is reimbursed the appropriate rate based on the date driven.

PER DIEM:

	10/1/23 – 12/31/23		1/1/24 – 9/30/24	
Meal	Low Cities	High Cities	Low Cities	High Cities
Breakfast	\$14.00	\$17.00	\$14.00	\$17.00
Lunch	\$16.00	\$18.00	\$16.00	\$18.00
Dinner	\$29.00	\$34.00	\$29.00	\$34.00
Incidental Expense	\$5.00	\$5.00	\$5.00	\$5.00