Reimbursement Rates

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

Mileage:	July 1, 2009 – December 31,2009	55.0 cents per mile
	Effective January 1, 2010	50.0 cents 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:

Meal	**Low Cities**		**High Cities**	
Effective Dates	**7/1/09-12/31/09**	**Effective 1/1/10**	**7/1/09-12/31/09**	**Effective 1/1/10**
Breakfast	$9.00	$10.00	$13.00	$15.00
Lunch	$15.00	$17.00	$19.00	$21.00
Dinner	$21.00	$25.00	$26.00	$29.00

Please refer to the High Per Diem Localities document for information on cities qualifying as a high city.