

Reimbursement Rates

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

Mileage:	January 1, 2007 to December 31, 2007	48.5 cents per mile
	January 1, 2008 to June 30, 2008	50.5 cents per mile
	Effective July 1, 2008	58.5 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
Breakfast	\$9.00	\$13.00
Lunch	\$15.00	\$19.00
Dinner	\$21.00	\$26.00

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