

Amounts for Mileage and Meals

(To be updated periodically in conjunction with guidelines issued by the IRS.)

Reimbursement Amounts (as of 10/01/2024)

Reimbursements are based on standard IRS allowances.

Mileage: Rate is 67 cents per mile for 2024

- Note: If an employee does not check for an available City vehicle or chooses to drive their personal vehicle even though a City vehicle is available, the rate will be \$0.20 per mile less than the IRS rate.
- Actual mileage will be reimbursed. However, the mileage reimbursement cannot exceed the mileage from the place of employment to the destination as calculated by the shortest/quickest verifiable route using legitimate navigation software.

Meals: Daily per diem rates set by the IRS will be reimbursed.

- An overnight stay is required to receive a per diem, or an extended period of time occurs.
 - Extended period of time is defined as being greater than 12 hours and will be reimbursed at 75% of the daily rate.
- First and last day of travel is reimbursed at 75% of the full day daily rate.

Search the destination: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

The first section is for lodging, which we do not use, skip this section.

The second section is for Meals & Incidental Expenses (M&IE).

Look at the M&IE Total, find it on the IRS Table below and use the corresponding amounts in the City of Madison Table.

The City of Madison does not reimburse for Incidental Expenses (less \$5).

If your destination does not bring back results, use the amounts in the first row.

IRS TABLE			CITY OF MADISON TABLE	
M&IE Total	First & Last Day of Travel		Full Day	First & Last Day of Travel
\$68	\$51.00	less \$5 for IE	\$ 63.00	\$ 47.25
\$74	\$55.50	less \$5 for IE	\$ 69.00	\$ 51.75
\$80	\$60.00	less \$5 for IE	\$ 75.00	\$ 56.25
\$86	\$64.50	less \$5 for IE	\$ 81.00	\$ 60.75
\$92	\$69.00	less \$5 for IE	\$ 87.00	\$ 65.25