

TRAVEL REIMBURSEMENT GUIDELINES

MEALS:

Breakfast – When travel begins **before** 6:00 a.m. and extends beyond 8:00 a.m. reimbursement is \$6.00.

Lunch – When travel begins **before** 12 Noon and extends beyond 2:00 p.m., reimbursement is \$10.00.

Dinner – When travel begins **before** 6:00 p.m. and extends **beyond** 8:00 p.m. reimbursement is \$20.00

Mileage Reimbursement:

58.5 cent per mile

Note: Meals that are included as part of a registration are not reimbursable (i.e. breakfast/lunch provided by the conference or workshop host)

No Class C (Daily trip) meals paid.