

# 2024 Meals and Incidentals Reimbursement Rates

Effective January 2024 – December 2024

Meals & Incidentals	Reimbursement Amount
Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$26.00
Incidentals	\$5.00
Total Daily	\$59.00

- Meals are reimbursed at the listed rates and are subject to IRS regulations and College of the Siskiyou Administrative Procedures.
- Travelers are not reimbursed for meals included in a registration fee paid for by College of the Siskiyou.
- No reimbursement for meals will be made for one-day travel as per IRS regulations.
- No receipts required for meal claims.
- Travelers are reimbursed for meal costs at the rate in effect for federal tax purposes. The rate will be updated annually as the US GSA releases new rates.
- Please refer to College of the Siskiyou Board Policy and Administrative Procedure 7400 – Employee Travel for complete information on travel reimbursements.