



## TRAVEL REIMBURSEMENT RATES EFFECTIVE JANUARY 1, 2021

All rates are updated annually using the US GSA Per Diem Rates

### 2021 MEALS AND INCIDENTALS REIMBURSEMENT RATES

<b>Breakfast</b>	<b>\$13.00</b>	<p>Meals are reimbursed at the listed rates and are subject to IRS regulations and College of the Siskiyous Administrative Procedure 7400.</p> <p>Travelers are not reimbursed for meals included in a registration fee paid for by College of the Siskiyous.</p> <p>No reimbursement for meals will be made for one-day travel as per IRS regulations.</p> <p>No receipts required for meal claims.</p>
<b>Lunch</b>	<b>\$14.00</b>	
<b>Dinner</b>	<b>\$23.00</b>	
<b>Incidentals</b>	<b>\$5.00</b>	
<b>Total Daily</b>	<b>\$55.00</b>	

**Per College of the Siskiyous Administrative Procedure 7400, 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. Receipts are not required to support meal claims up to these limits.**

*Please refer to College of the Siskiyous Board Policy and Administrative Procedure 7400 – Employee Travel for complete information on travel reimbursements.*