

HUNTER EDUCATION TRAVEL REIMBURSEMENT RATES

Meals and Incidental Rates

The following reimbursement rates for meals and incidentals are maximums, not allowances. In the event of an audit, employees must be able to produce receipts substantiating the amount claimed.

Expense	Reimbursement for Actual Expense
Breakfast	Up to \$7.00
Lunch	Up to \$11.00
Dinner	Up to \$23.00
Incidentals	Up to \$5.00

2022 Personal Vehicle Mileage Reimbursement Rates

Type	Reimbursement Rate per Mile (January 2022- June 2022)	Reimbursement Rate per Mile (July 2022- December 2022)
Personal Vehicle (approved business/travel expense)	\$0.585	\$0.625