

## Reimbursement Rates

All reimbursement rates are the IRS approved rates and typically change annually.

Mileage: **Effective January 1, 2016** **54.0 cents per mile**

The mileage rate applies to the time period in which the miles are driven and not the date in which the miles are claimed for reimbursement. We will adjust all mileage claims to ensure that each employee is reimbursed the appropriate rate based on the date driven.

Per Diem:

Meal	<b>Effective 1/1/16</b>	
Effective Dates	<b>Low Cities</b>	<b>High Cities</b>
Breakfast	<b>\$11.00</b>	<b>\$16.00</b>
Lunch	<b>\$19.00</b>	<b>\$22.00</b>
Dinner	<b>\$27.00</b>	<b>\$30.00</b>

Please refer to the High Per Diem Localities document for information on cities qualifying as a high city.

North Orange County Community College District

Effective January 1, 2016, the following localities are eligible for the high per diem rate:

Per Diem Locality			Effective Date of	2015			2016								
State	Key City	County and/or Other Defined Location		Oct	Nov	Dec	Jan	Feb	Ma,	Apr	May	Jun	Jul	Aug	Sep
CA	Mammoth Lakes	Mono	12/1 - 2/29			/	/	/							
	Monterey	Monterey	7/1 - 8/31										/	/	
	Napa	Napa	10/1 - 10/31; 5/1 - 9/30	/							/	/	/	/	/
	San Francisco	San Francisco	All year	/	/	/	/	/	/	/	/	/	/	/	/
	San Mateo/Foster City/ Belmont	San Mateo	All year	/	/	/	/	/	/	/	/	/	/	/	/
	Santa Barbara	Santa Barbara	All year	/	/	/	/	/	/	/	/	/	/	/	/
	Santa Monica	City limits of Santa Monica	All year	/	/	/	/	/	/	/	/	/	/	/	/
	Sunnyvale/Palo Alto/ San Jose	Santa Clara	All year	/	/	/	/	/	/	/	/	/	/	/	/
CO	Aspen	Pitkin	12/1 - 3/31; 6/1 - 8/31			/	/	/	/			/	/	/	
	Denver/Aurora	Denver, Adams, Arapahoe, and Jefferson	All year	/	/	/	/	/	/	/	/	/	/	/	/
	Grand Lake	Grand	12/1 - 3/31			/	/	/	/						
	Silverthorne/Breckenridge	Summit	12/1 - 3/31			/	/	/	/						
	Steamboat Springs	Routt	12/1 - 3/31			/	/	/	/						
	Telluride	San Miguel	12/1 - 3/31; 6/1 - 8/31			/	/	/	/			/	/	/	
	Vail	Eagle	12/1 - 3/31; 7/1 - 8/31			/	/	/	/				/	/	
DC	Washington DC	(also the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	AU year	/	/	/	/	/	/	/	/	/	/	/	/
FL	Boca Raton/Delray Beach/Jupiter	Palm Beach and Hendry	1/1 - 4/30				/	/	/	/					
	Fort Lauderdale	Broward	1/1 - 3/31				/	/	/						
	Fort Walton Beach/De Funiak Springs	Okaloosa and Walton	6/1 - 7/31									/	/		
	Key West	Monroe	All year	/	/	/	/	/	/	/	/	/	/	/	/
	Miami	Miami-Dade	12/1 - 3/31			/	/	/	/						
	Naples	comer	1/1 - 4/30				/	/	/	/					

(Effective January 1, 2016) (Continued)

Per Diem Locality			Effective Date of	2015			2016								
State	Key City	County and/or Other Defined Location		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
IL	Chicago	Cook and Lake	10/1 - 11/30; 3/1 - 9/30	✓	✓				✓	✓	✓	✓	✓	✓	✓
ME	Bar Harbor	Hancock	7/1 - 8/31										✓	✓	
MD	Ocean City	Worcester	6/1 - 8/31									✓	✓	✓	
	Washington, DC Metro Area	Montgomery and Prince George's	All year	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MA	Boston/Cambridge	Suffolk, City of Cambridge	All Year	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Falmouth	City Limits of Falmouth	7/1 - 8/31										✓	✓	
	Martha's Vineyard	Dukes	6/1 - 9/30									✓	✓	✓	✓
	Nantucket	Nantucket	10/1 - 12/31; 6/1 - 9/30	✓	✓	✓						✓	✓	✓	✓
MI	Traverse City/Leland	Grand Traverse/Leelanau	7/1 - 8/31										✓	✓	
NY	Lake Placid	Essex	7/1 - 8/31										✓	✓	
	New York City	Bronx, Kings, New York, Queens, Richmond	All year	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Saratoga Springs, Schenectady	Saratoga and Schenectady	7/1 - 8/31										✓	✓	
PA	Hershey	Hershey	6/1 - 8/31									✓	✓	✓	
	Philadelphia	Philadelphia	10/1 - 11/30; 3/1 - 6/30; 9/1 - 9/30	✓	✓				✓	✓	✓	✓			✓
RI	Jamestown, Middletown/ Newport	Newport	6/1 - 8/31									✓	✓	✓	
SC	Charleston	Charleston, Berkeley and Dorchester	10/1 - 11/30; 3/1 - 9/30	✓	✓				✓	✓	✓	✓	✓	✓	✓
TX	Midland	Midland	All Year	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UT	Park City	Summit	12/1 - 3/31			✓	✓	✓							
VA	Virginia Beach	City of Virginia Beach	6/1 - 8/31									✓	✓	✓	
	Wallops Island	Accomack	7/1 - 8/31										✓	✓	
	Washington, DC Metro Area	Cities of Alexandria, Fairfax and Falls Church; counties of Arlington and Fairfax.	All year	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WA	Seattle	King	All year	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WY	Jackson/Pinedale	Teton and Sublette	6/1 - 9/30									✓	✓	✓	✓