

**North Orange County Community College District
1830 W. Romneya Drive, Anaheim, CA 92801-1819**

Memorandum

To: All Staff
From: Ivy Hwee, Fiscal Affairs
Date: January 02, 2020
Re: Mileage Rate Decrease and Per Diem Rate No Change

Effective **January 1, 2020:**

Mileage rate: **\$0.575** per mile. (*Decrease from \$0.58 per mile*)

Meal Per Diems:

- The District will be using a new method for our Per Diem Rate, which includes incidental expenses. This follows the US General Services Administration M&IE Breakdown guidelines.
- Incidental Expenses include: fees and tips for persons who provide services, such as food servers. The incidental rate fee is **\$5.00 per day**.

<u>Meal</u>	<u>Low Cities</u>	<u>High Cities</u>
Breakfast	\$14.00	\$17.00
Lunch	\$16.00	\$18.00
Dinner	\$25.00	\$31.00
Incidental Exp.	\$5.00	\$5.00
Total	\$60.00	\$71.00

- The per diem reimbursement is to help employees cover the cost of meals and not necessarily the overall cost, since the employees would have to eat on their own.
- The District will not reimburse meals for travel without an overnight stay.
- The list of High/Low Per Diem Cities has been revised and updated.

The mileage and per diem rates apply to the dates on which the travel took place. If seeking reimbursement for travel prior to January 1, 2020, please use the prior published rates.

Our current and prior reimbursement rates and list of high per diem cities can be found on our District website on the Accounting page at: <https://www.nocccd.edu/reimbursement-rates>

If you have any questions, please call the Accounting Department at (714) 808-4732.
Thanks!

February 7, 2020