



**SMITH COLLEGE**  
**Reimbursement Rates At-a-Glance**

**A snapshot of the college's spending or reimbursement guidelines:**

<b>Mileage rate</b>	<b>\$0.555</b> per mile (effective July 1, 2011) <b>\$0.510</b> per mile (effective January 1, 2011)
<b>Mileage rate for charitable purposes (Volunteers)</b>	<b>\$0.14</b> per mile
<b>Moving mileage rate</b>	<b>\$0.190</b> per mile (effective January 1, 2011) <b>\$0.165</b> per mile (effective January 1, 2010)
<b>Meals</b>	<b>\$65.00</b> —Maximum amount per day in local Northampton area, receipts required <b>\$90.00</b> —Maximum amount per day in non-major and major U.S. cities, receipts required
<b>Hotel</b>	<b>\$225.00</b> —Average daily room rate, excluding tax <b>\$275.00-\$325.00</b> —Average daily room rate, excluding tax for major U.S. cities (Boston, Chicago, New York, San Francisco, and Washington D.C.) and major foreign cities

**Note:** Except for conference hotels, rates above these levels must be approved by the appropriate senior administrator (for faculty, the Provost).