



SMITH COLLEGE
Reimbursement Rates At-a-Glance

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

Mileage rate	\$0.555 per mile (effective July 1, 2011—December 31, 2012)
Mileage rate for charitable purposes (Volunteers)	\$0.14 per mile
Moving mileage rate	\$0.230 per mile (effective January 1, 2012) \$0.235 per mile (effective July 1, 2011—December 31, 2011)
Meals	\$65.00 —Maximum amount per day in local Northampton area, receipts required \$90.00 —Maximum amount per day in non-major and major U.S. cities, receipts required
Hotel	\$225.00 —Average daily room rate, excluding tax \$275.00-\$325.00 —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).