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

**Mileage rate**
$0.54$ per mile (effective January 1, 2016)

**Mileage rate for charitable purposes (Volunteers)**
$0.14$ per mile

**Moving mileage rate**
$0.19$ per mile (effective January 1, 2016)

**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
$325.00$-$375.00$—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).