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

**Mileage rate**

$0.545 per mile (effective January 1, 2018)

**Mileage rate for charitable purposes (Volunteers)**

$0.14 per mile

**Mileage rate for moving**

$0.18 per mile (effective January 1, 2018)

**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

$350.00—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).