SMITH COLLEGE
Reimbursement Rates At-a-Glance

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

**Mileage rate**
$0.58 per mile (effective January 1, 2019)

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

**Mileage rate for moving**
$0.20 per mile (effective January 1, 2019)

**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).