



**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).