SMITH COLLEGE
Reimbursement Rates At-a-Glance

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

Mileage rate $0.575 per mile (effective January 1, 2020)

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

Mileage rate for moving $0.17 per mile (effective January 1, 2020)

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)