

Date: January 13, 2021

To: All Department Heads

Re: Mileage & Meals Reimbursement Rate for 2021

MILEAGE

The IRS Standard Mileage Rate for 2021 is 56¢ per mile, a decrease of 1.5¢ over the 2020 business rate. The IRS Standard Mileage Rate will be the mileage reimbursement rate for all bargaining units effective January 1, 2021.

MEALS

Per Board of Supervisors policy as stated in the County of Sutter *Travel and Business Expense Policy* the meal reimbursement rate effective January 1, 2021, until further notice is:

Breakfast	\$ 16.00
Lunch	17.00
Dinner	<u>28.00</u>
Total	<u>\$ 61.00</u>

In general, the purpose of the policy is to reimburse all necessary and reasonable expenses when performing County business. The rate is intended to minimize documentation required for meal claims. Please refer to the Expense Policy if you require more specific information.

County employees are expected to secure meals and other expenses as economically as possible. If you do not incur a meal expense you are not eligible to claim reimbursement. Please submit your meal reimbursement claims for the actual incurred up to the amounts shown above. Please note that when you sign the required Travel and Business Expense Accounting you are certifying that your claim ***“is a true and accurate report of actual expense incurred.”***

Please feel free to contact the Auditor-Controller Department should you have any questions.

Sincerely,

Nathan M. Black, CPA
Auditor-Controller