

# COUNTY OF SUTTER



Date: July 14, 2022

NATHAN M. BLACK, CPA

To: All Department Heads

AUDITOR-CONTROLLER

Re: Mileage & Meals Reimbursement Rate for July – December 2022

## MILEAGE

The IRS Standard Mileage Rate for the second half of 2022 is 62.5¢ per mile, an increase of 4.0¢ from the first six months of 2022 and 6.5¢ over the 2021 business rate. The IRS Standard Mileage Rate will be the mileage reimbursement rate for all bargaining units effective July 1, 2022 through December 31, 2022.

## 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, 2022, until further notice is:

Breakfast	\$ 16.00
Lunch	17.00
Dinner	31.00
Incidental	<u>5.00</u>
Total	<u>\$ 69.00</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