

SMITH COLLEGE Reimbursement Rates At-a-Glance

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

Mileage rate \$0.56 per mile (effective January 1, 2021)

Mileage rate for charitable purposes

(Volunteers) \$0.14 per mile

Mileage rate for moving \$0.16 per mile (effective January 1, 2021)

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).