

Kittitas County  
Board of County Commissioners

## Agenda Staff Report

**Agenda Date:** January 7, 2013

**Action Requested:** Request the Board approve the new employee reimbursement rates for mileage reimbursement effective January 1, 2014

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**Background:**

Each year the IRS issues the new authorized travel reimbursement rates for hotels, meals and mileage. The IRS changed the mileage reimbursement rate from 56.5 cents per mile to 56.0 cents per mile effective January 1, 2014. The total rate for hotels increased slightly.

Kittitas County has selected to use the High-Low rates. The rate adjustments are as follows:

	2011_ IRS	2011_07 IRS	2013_12 IRS	2014_01 IRS
Mileage reimbursement	51 cents per mile	55.5 cents per mile	56.5 cents per mile	56.0 cents per mile
Hotel (Low/High)	\$108.00/\$168.00	\$108.00/\$168.00	\$111.00/\$177.00	\$118.00/\$186.00
Meals	\$52.00/\$65.00	\$52.00/\$65.00	\$52.00/\$65.00	\$52.00/\$65.00

**Incidental expenses.** The term "incidental expenses" has the same meaning as in the Federal Travel Regulations, 41 C.F.R. 300-3.1 (2010). The Federal Travel Regulations currently include as incidental expenses fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the temporary duty site; and the mailing cost associated with filing travel vouchers and payment of employer-sponsored charge card billings.

**Recommendation:** Request the Board to approve the resolution adopting the new rates IRS approved rates for employee reimbursement of mileage, hotel and meals, effective January 1, 2014.

**Handling:** Copy to Judy Pless  
Judy will distribute to all employees

**Attachments:** Resolution for 2014 amending Travel Rates effective January 1, 2014

**Lead Staff** Judy Pless, Budget & Finance Manager