

Champaign County Calendar Year 2024

Meal Allowance Reimbursement

Champaign County

M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses
\$59	\$13	\$15	\$26	\$5

Standard Rate is \$59 per day (if a specific location is *not* found on the website, the standard rate of \$59 applies), please see [gsa.gov](https://www.gsa.gov) to search what rate is applicable to your location. Contact the Auditor's office (munis-help@co.champaign.il.us) for assistance.

Incidental expenses: may be used for coffee, soft drinks, and snacks.

2024 Mileage reimbursement rate is 0.67 per mile.

To search the GSA site

<https://www.gsa.gov/>

Scroll down and there will be a Per Diem Look-Up tool. Enter the State and City to look up the rates in that location.

The screenshot shows a two-step form for looking up per diem rates. Step 1, 'Choose a location', includes a dropdown for 'State' (currently showing '- Select -'), a text input for 'City (optional)', and a text input for 'ZIP'. Step 2, 'Choose a date', includes a dropdown for 'Select Fiscal Year' (currently showing '- Select -'), and two date pickers for 'Travel start date (mm/dd/yyyy)' and 'Travel end date (mm/dd/yyyy)'. Below the date pickers, it states 'Rates are available between 10/1/2021 and 09/30/2024.' At the bottom right, there are 'Reset' and 'Search' buttons. Additional text at the bottom left of the form mentions that rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the Department of Defense, and rates for foreign countries are set by the State Department.