

Champaign Calendar Year 2025

Meal Allowance Reimbursement

M&IE total	Breakfast	Lunch	Dinner	Incidental expenses
\$68	\$16	\$19	\$28	\$5

The standard rate is \$68 per day (if a specific location is *not* found on the website, the standard rate of \$68 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.

2025 Mileage reimbursement rate is \$0.70 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 'State' dropdown menu (currently showing '- Select -'), a 'City (optional)' text input field, and a 'ZIP' text input field. Below these fields, there are links for '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'. Step 2, 'Choose a date', includes a 'Select Fiscal Year' dropdown menu (currently showing '- Select -'), and two date input fields for 'Travel start date (mm/dd/yyyy)' and 'Travel end date (mm/dd/yyyy)'. Below these fields, it states 'Rates are available between 10/1/2021 and 09/30/2024.' At the bottom right of the form, there are 'Reset' and 'Search' buttons.