

Kittitas County  
Board of County Commissioners

## Agenda Staff Report

**Agenda Date:** January 3, 2017

**Action Requested:** Request the Board approve the new employee travel reimbursement rates, effective January 1, 2017

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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 54 cents per mile to 53.5 cents per mile effective January 1, 2017. The total rate for hotels increased slightly.

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

	2014_01 IRS	2015_01 IRS	2016_01 IRS	2017_01 IRS
Mileage reimbursement	56.0 cents per mile	57.5 cents per mile	54 cents per mile	53.5 cents per mile
Hotel (Low/High)	\$118.00/\$186.00	\$120.00/\$194.00	\$128.00/\$207.00	\$132.00/\$214.00
Meals	\$52.00/\$65.00	\$52.00/\$65.00	\$57.00/\$68.00	\$57.00/\$68.00

**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.

**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, 2017.

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

**Attachments:** Resolution for amending Travel Rates effective January 1, 2017

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