



FINANCIAL SERVICES
320 South Walnut St
Appleton, WI 54911
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To: **ALL DEPARTMENT HEADS**

From: Michelle Uitenbroek, Finance Director

Date: January 13, 2025

Re: **2025 IRS AND OUTAGAMIE COUNTY MILEAGE REIMBURSEMENT RATE AND MEAL REIMBURSEMENT DAILY RATE**

The IRS has announced an increase in the standard mileage reimbursement rate from the current 67 cents per mile to **70 cents per mile effective January 1, 2025. This rate will be in effect until December 31, 2025.**

There is a change to the meal reimbursement daily rate of **\$68 per day for 2025**. The allocation between breakfast, lunch and dinner is as follows: ***

Breakfast	\$16.00
Lunch	19.00
Dinner	28.00
Incidental	*5.00
Total	<u>\$68.00</u>

Therefore, in accordance with County Administrative Rule 04-01, the County's mileage reimbursement rate will **increase** to 70 cents per mile effective for all mileage driven on or after January 1, 2025 and the daily meal reimbursement rate will change to **\$68** for all meal reimbursements occurring in 2025.

Reminder, please submit all travel documentation for P-Card expenditures to Finance by the 10th of the following month (per County Administrative Rule AR 15-04).

Please share this memo with those in your department that may be affected by this change.

*Slight change for 2025. These rates are based on the 2025 GSA standard rate. Incidental expenses are considered for tip and other fees for dining. So there is a little more buffer, allowing you \$33.00 with tip included for Dinner, compared to \$31.00 in 2024.

***For Dane, Milwaukee, Door, and out-of-state meal reimbursement rates, please call Finance at 832-1680 or you may use this website to look up the per diem rates:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>