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Hot Topic: State and Federal Reimbursement Rates for Travel

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State and Federal Reimbursement Rates for Travel

For those cities that elected to reimburse for travel using the Federal Reimbursement Rates, the Federal Government has increased the vehicle-cents-per-mile reimbursement rate to 31.5 cents per mile, up from 31 cents per mile in 1996.

The rate for charitable use of an automobile is 12 cents per mile, the rate for medical and moving purposes is 10 cents per mile, and the rate for using an automobile for rural mail carrier services is 47.25 cents per mile.

Reimbursement rates for the state of Tennessee remain unchanged, but for your information some of those rates are listed below.

Reimbursement Rates for In-State Travel

- Mileage                          $ .24 per mile
- Maximum parking fees without receipt $ 4.50 per day
- Lodging Level I (general state travel) $37.00 + tax
- Lodging Level II
  (Davidson, Hamilton, Knox, and Shelby Counties, and Gatlinburg) $50.00 + tax

Meals Per Day

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Reimbursement Rates for Out-of-State Travel

**Lodging Level I -- Travel Sites**

- Hotel/motel per day (all locations except Levels II - IV)
- $55 + tax

**Lodging Level II -- Travel Sites**

- Hotel/motel per day
- $70 + tax

- Connecticut
- Massachusetts
- Akron, OH
- Atlanta, GA
- Baltimore, MD
- Bethesda, MD
- Buffalo, NY
- Canton, OH
- Charleston, SC
- Cincinnati, OH
- Cleveland, OH
- Columbus, OH
- Denver, CO
- Ft. Lauderdale, FL
- Indianapolis, IN
- Jacksonville, FL
- Kansas City, MO
- Miami, FL
- Milwaukee, WI
- New Orleans, LA
- Orlando, FL
- Providence, RI
- Richmond, VA
- Rochester, NY
- Rockville, MD
- St. Louis, MO
- Salt Lake City, UT
- Seattle, WA
- Syracuse, NY
- Tampa, FL
- Toledo, OH
- Wilmington, DE

**Lodging Level III -- Travel Sites**

- Hotel/motel per day
- $95 + tax

- Boston, MA
- Chicago, IL
- Dallas, TX
- Detroit, MI
- Hartford, CT
- Los Angeles, CA
- Minneapolis, MN
- Philadelphia, PA
- Phoenix, AZ
- Pittsburgh, PA
- San Diego, CA
- San Francisco, CA

**Lodging Level IV -- Travel Sites**

- New York City and Washington, D.C.
- $117 + tax

**Meals Per Day**

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<th>Level II</th>
<th>Level III &amp; IV</th>
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REMINDER:

Electronic Deposit of Federal Withholding Taxes Begins July 1, 1997

The U.S. Department of Treasury has advised that any employer that deposited $50,000 or more in federal taxes (withheld Income taxes, Social Security, and Medicare) during 1995 is required to deposit all Federal taxes through the Electronic Federal Tax Payment System (EFTPS), beginning July 1, 1997.

According to information provided by the Internal Revenue Service, there are two options available for reporting and paying withholding taxes -- the Automated Clearing House debit (ACH) and the ACH credit.

Under the debit option, the IRS withdraws funds from the city's designated bank account. Under the automated credit option, the city's bank sends each payment by way of electronic transfer directly to the Treasury account at the Federal Reserve Bank.

Any city that fails to pay by EFT will incur a penalty on the taxes paid.
MTAS Mission Statement

The Municipal Technical Advisory Service (MTAS) was created in 1949 by the state legislature to enhance the quality of government in Tennessee municipalities. An agency of the University of Tennessee’s Institute for Public Service, MTAS works in cooperation with the Tennessee Municipal League and affiliated organizations to assist municipal officials.

By sharing information, responding to client requests, and anticipating the ever-changing municipal government environment, MTAS promotes better local government and helps cities develop and sustain effective management and leadership.

MTAS offers assistance in areas such as accounting and finance, administration and personnel, fire, public works, law, ordinance codification, communications, and wastewater management. MTAS houses a comprehensive library and publishes numerous documents annually.

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