



**ADMINISTRATIVE POLICY STATEMENT**

**Policy Title:** Association Mileage and Per Diem Rates

**Brief Description:** Mileage and Per Diem Rates set allowed by General Laws

**Effective:** June 1, 2018

**Approved by:** Virginia Moose Association Executive Board of Officers

**Approval Date:** May 25, 2018

**Policy Contact:** Virginia Moose Association State Secretary

**Supersedes:** N/A

**Last Reviewed/Updated:** May 19, 2018

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**Reason for Policy:** To set mileage and per diem rates paid by the association.

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**I. POLICY STATEMENT**

Sec. 43.7 of the General Laws allows payment of per diem and mileage not exceeding the amount permitted by government guidelines.

**II. PROCEDURES**

**Mileage** will be reimbursed at the current IRS mileage rate in effect at the time of travel. The mileage rate covers all operating costs of the personal vehicle including, depreciation, repairs, fuel, and insurance. The mileage rate can be found at <https://www.irs.gov/tax-professionals/standard-mileage-rates>

**Per diem** will be paid at the current General Services Administration (“GSA”) rate in effect at the time of payment. Per diem is the allowance for, meals and incidental expenses. The (GSA) establishes per diem rates for destinations within the lower 48 Continental United States (CONUS). Rates are set by fiscal year, effective October 1 each year. More information on per diem rates can be found at [www.gsa.gov/mie](http://www.gsa.gov/mie)