

CITY OF PEABODY, MASSACHUSETTS, 24 Lowell Street, Peabody, MA 01960 (978) 538-5900

DATE _____

Peabody Public Schools
 27 Lowell Street
 Peabody MA 01960

Vendor # _____

Pay: _____

Date	Ref #	Account # Charged	Price		Tax	Other	TOTAL
			Item Description	Amount			
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
YOU MUST ATTACH ALL ORIGINAL RECEIPTS							

Approved _____

Notes _____

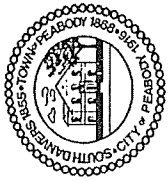
For 2022 Mileage Reimbursement Rate \$58.5 per mile

Sub Total
 Advances
 TOTAL

Approved by: _____

**Peabody Public Schools
Mileage Chart**

	Brown	Burke	Carroll	Center	McCarthy	South	Welch	West	HMS	PVMHS	PLA	Admin Bldg.	City Hall	Transp.
Brown	0	8	3	3	6	1	2	7	3	4	2	2	2	2
Burke	8	0	7	6	3	7	7	3	6	4	6	7	7	6
Carroll	3	7	0	2	6	3	2	6	1	4	2	1	1	1
Center	3	6	2	0	6	2	2	5	1	3	2	1	1	1
McCarthy	6	3	6	6	0	6	6	1	5	2	5	5	5	5
South	1	7	3	2	6	0	1	6	2	4	3	2	2	2
Welch	2	7	2	2	6	1	0	6	1	4	3	1	1	1
West	7	3	6	5	1	6	6	0	5	3	5	6	6	5
HMS	3	6	1	1	5	2	1	5	0	3	2	1	1	1
PVMHS	4	4	4	3	2	4	4	3	3	0	3	3	3	3
PLA	2	6	2	2	5	3	3	5	2	3	0	2	2	2
Admin Bldg.	2	7	1	1	5	2	1	6	1	3	2	0	0	1
City Hall	2	7	1	1	5	2	1	6	1	3	2	0	0	1
Transp.	2	6	1	1	5	2	1	5	1	3	2	1	1	0



Office

City of Peabody of Finance and Administration

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978-538-5710

Michael J. Gingras
Director of Finance

MEMORANDUM

TO: All Departments
FROM: Michael J. Gingras, Director of Finance
DATE: January 11, 2018
SUBJECT: Meals Reimbursement

It has been several years since the City meal policy has been updated and clarified. In an effort to keep reimbursement amounts current, the City will follow the General Services Administration (GSA) daily per diem guidelines for Meals and Incidental Expense (M&IE Rate) for Essex county. These rates will be reviewed and updated on an annual basis each January.

As of January 1, 2018, a maximum of \$59 per day will be reimbursable as follows:

Breakfast	\$13
Lunch	\$15
Dinner	\$26
Incidental	\$5

Generally, allowed reimbursable and credit card expenses are those that employees must incur because of completing their normally assigned duties and responsibilities for the City, including conferences, meetings and seminars, and shall be conducted in the most reasonable, cost-efficient manner possible.

Proper documentation (Travel Form, Receipts/Invoices) must be submitted to auditing in order to receive reimbursement for food or credit card charges, including tips. The above amounts are the maximum amounts that will be reimbursed or paid. Amounts exceeding this guideline will only be reimbursed if meals charges are required as part of a professional meeting.

Qualifying Incidental Expenses - Transaction fees for ATM services, and fees and tips given to porters, baggage carriers, and hotel staff.

Please contact me if there are any questions.

Michael J. Gingras
Director of Finance

Information link <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rateslookup>.