

MONROE CITY
TRAVEL AUTHORIZATION
ADVANCE & REIMBURSEMENT
2026

NAME _____ DATE _____

PROPOSED DESTINATION AND REASON FOR TRAVEL

TRAVEL & MEALS

Travel Date	Itinerary (to – from)	Breakfast \$20.00	Lunch \$22.00	Dinner \$33.00	Miles x .725

TOTAL _____

LODGING

DATE OF STAY	HOTEL NAME	NIGHTS x RATE	TOTALS

TOTAL _____

Department Head Signature

DATE _____

Traveler Signature

DATE _____

Meals

Breakfast \$ 20.00
Lunch \$ 22.00
Dinner \$ 33.00

Conference Hotel - Actual cost plus tax
Non-Conference Hotel- actual cost + tax
Mileage: \$0.725 / mile

Amended 1-01-2026 per IRS reimbursement rates

The following policies apply to reimbursement for travel:

1. Private vehicle reimbursement policy is clarified to insure that only one person in the vehicle receives reimbursement for the trip.
2. No meal allowances for non-overnight trips.
3. Special exceptions to the above allowed in certain circumstances if specifically approved in writing by the department head or Mayor prior to the trip and is within budget limits.

Approved 1 13 2026

Attest
Allison H Leavitt, City Recorder

Johnny C. Parsons, Mayor

*** * * NOTICE * * ***

The IRS has set the reimbursement rates for Lodging, Meals and Mileage effective January 1, 2026 as follows:

Meal Rates:

Breakfast:	\$20.00
Lunch	\$22.00
Dinner:	\$33.00

Mileage:

	\$0.725/mile
Lodging:	
	\$142.00

Updated 1/6/26