



COMMISSION STAFF REPORT

MEETING DATE: January 2, 2024

SUBMITTED BY: Mack McDonald, Chief Administrative Officer

TITLE: Approval of the Travel Reimbursement Form for Calendar Year 2024

RECOMMENDATION: Make a motion approving the changes to the travel form

SUMMARY

Last year, the IRS adjusted Travel Reimbursement Rates twice, one beginning in January and the other adjusting for inflation and increased fuel costs. On December 14, 2023, the IRS issued the 2024 optional standard mileage rates beginning January 1, 2024, adjusting the previous increase from 65.5 cents per mile to 67 cents per mile, an adjustment of 1.5 cents. In accordance with our County Travel Policy, the Commission Approves this rate annually with the IRS suggested rates.

HISTORY/PAST ACTION

Each year the County approves the Travel Reimbursement Rate and Form. In our Travel Policy, reimbursable mileage rates are dictated by what the IRS allows as a reimbursement rate. Normally, the IRS updates the millage rates once a year in the fall for the next calendar year.

FISCAL IMPACT

The adjustment moves us from 65.5 to 67 which is a 1.5 cent increase.