

**TOWN OF MILLINGTON  
MEETING, SEMINAR,  
WORKSHOP, CONFERENCE  
REIMBURSEMENT POLICY**

**I. Purpose**

The purpose of this policy is to provide the Town of Millington with a uniform method of reimbursement for expenses associated with meetings, seminars, workshops, and conferences that provides for fair and equitable treatment of all persons who attend or represent the Town. The intent of this policy is to provide guidance of expense reimbursement to Town Council members, Town Commission members, Town staff, and any authorized representatives of the Town and provide transparency for the public.

**II. Reimbursement Policy**

All members of Town Council, Town Commission, and staff are encouraged to attend and participate in outside meetings, seminars, workshops, and conferences. Upon completion of these meetings, seminars, workshops, and conferences; individuals are to submit an expense report with attached receipts for reimbursement. If receipts are not attached to expense report; those expenses will not be considered for reimbursement.

The Town Council agree this date, \_\_\_\_\_, that reimbursement will be as follows:

Mileage – current IRS approved business mileage rate from 402 Cypress Street to meeting, seminar, workshop, or conference site.

Tolls – toll receipt or confirmation of route traveled if use of personal EZ-pass.

Meals – current GSA (U.S. General Services Administration) Per Diem Rates for location of meeting, seminar, workshop, or conference site.

Lodging – current GSA (U.S. General Services Administration) Per Diem Rates for location of lodging in vicinity of meeting, seminar, workshop, or conference site.

Air-fare – reimbursement of airfare with prior approval of Town Council.

All reimbursable expenses are for only the member of Town Council, Town Commission, Town staff, or authorized representatives. Any expense over approved rates will be the responsibility of the member of Town Council, Town Commission, Town staff, or authorized representatives.

# FY 2024 Per Diem Rates for Maryland

## Daily lodging rates (excluding taxes) | October 2023 - September 2024

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107
Aberdeen / Bel Air / Belcamp	Harford	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108
Annapolis	Anne Arundel	\$147	\$115	\$115	\$115	\$115	\$115	\$115	\$147	\$147	\$147	\$147	\$147
Baltimore City	Baltimore City	\$137	\$137	\$137	\$137	\$137	\$151	\$151	\$151	\$151	\$137	\$137	\$137
Cambridge / St. Michaels	Dorchester / Talbot	\$139	\$139	\$139	\$139	\$139	\$139	\$139	\$139	\$194	\$194	\$194	\$139
Centreville	Queen Anne	\$137	\$137	\$137	\$137	\$137	\$137	\$137	\$137	\$137	\$137	\$137	\$137
Columbia	Howard	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington	\$261	\$193	\$193	\$193	\$193	\$258	\$258	\$258	\$258	\$176	\$176	\$261

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
	and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)												
Ocean City	Worcester	\$141	\$141	\$141	\$141	\$141	\$141	\$141	\$141	\$141	\$325	\$325	\$141



# FY 2024 Per Diem Rates for Maryland

## Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25
Aberdeen / Bel Air / Belcamp	Harford	\$64	\$14	\$16	\$29	\$5	\$48.00
Annapolis	Anne Arundel	\$69	\$16	\$17	\$31	\$5	\$51.75
Baltimore City	Baltimore City	\$69	\$16	\$17	\$31	\$5	\$51.75
Cambridge / St. Michaels	Dorchester / Talbot	\$64	\$14	\$16	\$29	\$5	\$48.00
Centreville	Queen Anne	\$64	\$14	\$16	\$29	\$5	\$48.00
Columbia	Howard	\$69	\$16	\$17	\$31	\$5	\$51.75
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of	\$79	\$18	\$20	\$36	\$5	\$59.25



<b>Primary Destination</b>	<b>County</b>	<b>M&amp;IE Total</b>	<b>Continental Breakfast/Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidental Expenses</b>	<b>First &amp; Last Day of Travel</b>
	Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)						
Ocean City	Worcester	\$69	\$16	\$17	\$31	\$5	\$51.75