



Colorado Music Educators Association

Mileage Reimbursement Policy

CMEA will reimburse round-trip mileage for CMEA Board Meetings and State Assembly in-person meetings in August, October, and June of each year. CMEA doesn't reimburse Board or State Assembly members for mileage for the annual conference. Mileage for all All-State Events will be allocated in the following manner to ex-officio board members and independent contractors only. Independent Contractors (ICA) will be contracted through CMEA and mileage reimbursement will also be based on this policy. Mileage will be reimbursed at the following rates:

2021- 2022 Fiscal Year	\$.40 per mile when mileage is over a radius of 135 miles round-trip to the designated meeting location.
2022- 2023 Fiscal Year	\$.45 per mile when mileage is over a radius of 135 miles round-trip to the designated meeting location.
2023- 2024 Fiscal Year	\$.45 per mile when mileage is over a radius of 135 miles round-trip to the designated meeting location.
2024- 2025 Fiscal Year	\$.50 per mile when mileage is over a radius of 135 miles round-trip to the designated meeting location.
2025- 2026 Fiscal Year	\$.55 per mile when mileage is over a radius of 135 miles round-trip to the designated meeting location.

The CMEA Mileage Policy is based on mileage reimbursement rules for employers set by the IRS. These rules are as follows:

Whether your employees drive company cars or their personal vehicles for business, you might need to reimburse your employees for their expenses. Depending on which state you're in, this might even be a requirement. **The State of Colorado does not require reimbursement for mileage for Independent Contractors.**

There are no federal laws that force an employer to reimburse employees for their transportation expenses.

Mileage reimbursement rules

You are not obliged by the government to pay out mileage reimbursement to your employees, but this can vary at a state level. We suggest you check with your legal advisor or accountant to be sure.

IRS Mileage Rates

The IRS mileage rates used from January 1st to June 30th, 2022 are as follows:

- 58.5 cents per mile driven for business use, up 2.5 cents from the rate for 2021,
- 18 cents per mile driven for medical, or moving purposes for qualified active-duty members of the Armed Forces, up 2 cents from the rate for 2021 and
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2021.

CMEA is an IRS designated 501(c)3 organization and considered a Charity by IRS Standards. Therefore, CMEA is only obligated to pay out 14 cents per mile driven.