



Village of Bloomingdale

Finance Department

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MEMORANDUM

Date: December 30, 2025

To: Pietro Scalera, Village Administrator

From: Tori Montbriand, Finance Director/Treasurer

Subject: 2026 Per Diem & Business Meal Reimbursement Rates

Issue: Pursuant to the Village's Administrative Policy, Title - Compensation & Reimbursement, Chapter – Training, Travel & Business Meals, the Finance department is responsible for maintaining and administering the Village's per diem and business meal rates.

Analysis: The General Services Administration of the U.S. Government has established the 2025 "high-low" per diem rates as noted below. Per diem rates are used when a training session requires an overnight stay. Specific localities eligible for the "high" rate are attached.

Meal	Per Diem Rate	
	"High"	"Low"
Breakfast	\$22.00	\$18.00
Lunch	\$23.00	\$20.00
Dinner	\$41.00	\$36.00
Total	\$86.00	\$74.00

The Village will reimburse employees for valid, legitimate business meal expenses up to the maximum amounts shown below. Detailed, itemized receipts are required to be submitted with any business meal reimbursement request.

Business Meal	Business Meal Rates
Breakfast	\$18.00
Lunch	\$27.00
Dinner	\$49.00

Recommendation: The above rates are effective January 1, 2026.