



Controller's Office

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MEMORANDUM

TO: All Campus Employees

FROM: Christina Davies
Controller

DATE: January 6, 2011

SUBJECT: FY 2011 Travel Reimbursement Rates – Revised Mileage Rate

Effective January 1, 2011, the University System of Maryland Board of Regents has established the following schedule of reimbursement rates for FY 2011. The standard per Diem rates for meals is:

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	<u>\$24.00</u>
TOTAL	\$42.00

A partial day's travel is eligible for the appropriate meal(s) consumed when travel time encompasses a period of two hours before and two hours after the normal start of business. Please make sure that your travel start time and end time is on all travel reimbursements to determine your eligibility for meals.

Foreign travel is reimbursed at the applicable U.S. Department of State Meal and Incidental Rate without receipts, or actual cost with receipts. Personal credit card receipts are not considered an acceptable receipt.

Costs of hotel accommodations are reimbursed on the basis of receipts for single-room rate.

University employees will be reimbursed for the use of a personal vehicle at the rates scheduled below:

July 1 - December 31, 2010
50 cents per mile

January 1 - June 30, 2011
51 cents per mile

If you have any questions concerning the rates in effect, please contact Linda Roberts at (301) 860-3925.