

### Controller’s Office

**ServiceCenter**

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# MEMORANDUM

## TO: All Campus Employees

## FROM: Wayne Felder

## Controller

## DATE: July 23, 2014

## SUBJECT: FY 2015 Reimbursement Rates – Meal and Mileage Rates

Effective July 1, 2014, University System employees will be reimbursed at the rate of 56 cents per mile for the use of a personal vehicle.

## Additionally, please note that as of July 1, 2014 the University System of Maryland Board of Regents has established the following schedule of reimbursement per diem rates for FY 2015:

## Breakfast $ 9.00

Lunch $11.00

Dinner $25.00

TOTAL $45.00

All travel reimbursement requests must include the traveler’s start time and end time to determine his/her eligibility for meal allowance.

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

Employees on travel will not be reimbursed for meals that are included in the event registration fee.

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