



*Controller's Office*  
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**MEMORANDUM**

TO: All Campus Employees

FROM: Wayne Felder  
Controller

DATE: September 25, 2015

SUBJECT: Revised FY 2016 Reimbursement Rates – Meal and Mileage Rates

Effective 12/18/2014, the University System of Maryland reimbursement rates for employees' use of a personal vehicle are as follows:

December 18, 2014 –  
57.5 cents per mile

July 1, 2014 – December 17, 2014  
56 cents per mile

Effective July 1, 2014 the University System of Maryland per diem reimbursement rates are as follows:

Breakfast	\$ 9.00
Lunch	\$11.00
Dinner	<u>\$25.00</u>
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 please contact Renee Johnson at (301) 860-3925.