



*Controller's Office*  
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**MEMORANDUM**

TO: All Campus Employees  
FROM: Wayne Felder, Controller  
DATE: December 22, 2015  
SUBJECT: Travel Reimbursement Rates - Effective January 1, 2016

Effective January 1, 2016, the University System of Maryland reimbursement rates for employees' use of a personal vehicle are as follows:

January 1, 2016 –  
54 cents per mile

January 1, 2015 – December 31, 2015  
57.5 cents per mile

Effective July 1, 2015 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.