# MEMORANDUM

## TO: All Campus Employees

## FROM: Wayne Felder, Controller

## DATE: July 10, 2017

## SUBJECT: Travel Reimbursement Rates - Effective July 1, 2017

Effective July 1, 2017 the total meal reimbursement rate has increased from $45 to 47 per day. The mileage reimbursement rate remains the same.

The University System of Maryland reimbursement rates for employees’ use of a personal vehicle is as follows:

January 1, 2017 –

53.5 cents per mile

## Effective July 1, 2017, the University System of Maryland per diem reimbursement rates are as follows:

## Breakfast $10.00

Lunch $12.00

Dinner $25.00

TOTAL $47.00

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 Myers at (301) 860-3925.