MEMORANDUM

DATE: January 1, 2015

TO: The UMBC Campus Community

FROM: Linda Rothfus, Manager of Business Services

SUBJECT: Travel Reimbursement Rates as of January 1, 2015

The Chancellor has reviewed the Schedule of Reimbursement Rates for University travel found in the Board of Regents Policy VIII 11.01.

Effective January 1, 2015, the per diem rate for meals is $45.00. The meal breakdown is:

- Breakfast $9.00
- Lunch $11.00
- Dinner $25.00

If circumstances necessitate a “high cost” meal, reimbursement may be approved up to the actual reasonable cost with a detailed receipt, pursuant to the limits imposed by the unit, available funds and as determined by the approving authority. (The approving authority for the expense may reference the State of Maryland High Cost Meal rates for Metropolitan Areas, as a guideline for determination of “reasonable” high cost meal reimbursement/expenditures.) Allowances in excess of the per diem are subject to audit scrutiny. In absence of receipts or a “high cost” reimbursement schedule, travelers will be reimbursed for domestic travel at the standard per diem rate.

**Foreign Travel** is reimbursed at the applicable U.S. Department of State Meal and Incidental Rate without receipts, or actual cost with receipts. Allowances in excess of the Department of State schedule are exceptions and should not be routinely approved.

The reimbursement rate for the use of a personal vehicle is $.575/mile effective January 1, 2015.

Please call Peggy Ingle at extension 52316 if you have any questions concerning this information.