

Financial Services

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MEMORANDUM

DATE: December 22, 2016
TO: UMBC Campus Community
FROM: Linda Rothfus, Manager of Business Services
SUBJECT: Travel Reimbursement Rates as of January 1, 2017

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

The reimbursement rate for the use of a personal vehicle is **53.5 cents per mile** effective January 1, 2017.

There is no change for the meal reimbursement allowance. The standard per diem rate for meals is **\$45.00 per day**. The meal breakdown is as follows:

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. In the absence of receipts, travelers will be reimbursed for domestic travel meals at the standard per diem rate.

Foreign travel is reimbursed at the applicable U.S. Department of State Meal and Incidental Rate (https://aoprals.state.gov/web920/per_diem.asp) without receipts, or the actual cost with receipts.

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

UNIVERSITY SYSTEM OF MARYLAND

FY2017

PER DIEM RATES FOR MEALS

JULY 1, 2017

STANDARD

Breakfast	\$ 9.00
Lunch	11.00
Dinner	<u>25.00</u>
Total	<u>\$ 45.00</u>

MILEAGE RATE FOR USE OF PERSONAL VEHICLE

January 1 - December 31, 2016
54 Cents Per Mile

January 1 - June 30, 2017
53.5 Cents Per Mile
