

## MEMORANDUM

**DATE:** July 5, 2017  
**TO:** UMBC Campus Community  
**FROM:** Linda Rothfus, Manager of Business Services  
**SUBJECT:** Travel Reimbursement Rates as of July 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 remains the same at **53.5 cents per mile**.

The meal reimbursement rate **has increased from \$45 to \$47 per day**. The meal breakdown is as follows:

<b>Breakfast</b>	<b>\$ 10.00</b>
<b>Lunch</b>	<b>\$12.00</b>
<b>Dinner</b>	<b>\$25.00</b>

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](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**

**FY2018**

**PER DIEM RATES FOR MEALS**

JULY 1, 2017

**STANDARD**

Breakfast	\$ 10.00
Lunch	12.00
Dinner	<u>25.00</u>
Total	<u>\$ 47.00</u>

**MILEAGE RATE FOR USE OF PERSONAL VEHICLE**

January 1 - December 31, 2016  
54 Cents Per Mile

Effective January 1, 2017  
53.5 Cents Per Mile