

MEMORANDUM

DATE: January 3, 2018
TO: UMBC Campus Community
FROM: Linda Rothfus, Manager of Business Services
SUBJECT: Travel Reimbursement Rates as of January 1, 2018

The Chancellor has reviewed the Schedule of Reimbursement Rates for University travel found in the Board of Regents Policy VIII 11.10.

The reimbursement rate for the use of a personal vehicle **has increased from 53.5 to 54.5 cents per mile effective January 1, 2018.**

The meal reimbursement rate **remains unchanged at \$47 per day.** The meal breakdown is as follows:

Breakfast	\$10.00
Lunch	\$12.00
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

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, 2017
53.5 Cents Per Mile

Effective January 1, 2018
54.5 Cents Per Mile