MEMORANDUM

DATE: January 3, 2019

TO: UMBC Campus Community

FROM: Linda Rothhus, Manager of Business Services

SUBJECT: Travel Reimbursement Rates as of January 1, 2019

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 54.5 to 58 cents per mile effective January 1, 2019.

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.
TO: USM Presidents
FROM: Robert L. Caret
DATE: January 3, 2019
RE: Meal and Mileage Reimbursement Rates – January 1, 2019

Enclosed is a schedule of "standard" meal and mileage reimbursement rates effective January 1, 2019. The mileage reimbursement rate has increased from 54.5 cents to 58 cents per mile. The meal reimbursement rate remains unchanged at $47 per day. Please distribute this document to all interested parties at your institution. This schedule accompanies the Board of Regents Policy on University System Travel (BOR VIII-11.10).

Enclosure

cc: Other members of Chancellor's Council
Privately Owned Vehicle Reimbursement Rates

The reimbursement rate for State employees who utilize their vehicles on authorized State business will be as follows:

Effective January 1, 2019 – .58¢ per mile

The reimbursement rate for CY 2018 was – 54.5¢ per mile

For half-rate guidance, please refer to the State of Maryland Policies and Procedures for Vehicle Fleet Management section 8.2.01. The Policies and Procedures are located at:

VIII - 11.10 - SCHEDULE OF REIMBURSEMENT RATES (Effective January 1, 2019)

(Approved by the Chancellor January 3, 2019)

1. RATES FOR HOTELS

Cost of hotel accommodations is reimbursed on the basis of receipts for single-room rate, in accordance with institution policy to establish that the room rate is appropriate.

2. RATES FOR MEAL EXPENSES

The standard per diem rate for domestic travel is $47 per day. If circumstances necessitate a “high-cost” meal, reimbursement may be approved up to actual reasonable cost with detailed receipt, pursuant to institution policy. In the absence of receipts or a “high-cost” rate 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.

3. MILEAGE RATE FOR USE OF PERSONAL VEHICLE

University System employees will be reimbursed at the rate of 58 cents per mile, or as governed by institution guidelines where the institution operates a motor pool.
UNIVERSITY SYSTEM OF MARYLAND

Effective January 1, 2019

PER DIEM RATES FOR MEALS

STANDARD

<table>
<thead>
<tr>
<th>Meal</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$10.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$12.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$47.00</strong></td>
</tr>
</tbody>
</table>

MILEAGE RATE FOR USE OF PERSONAL VEHICLE

Effective January 1, 2019
58 Cents Per Mile

Effective January 1, 2018
54.5 Cents Per Mile