

## MEMORANDUM

**DATE:** September 18, 2019  
**TO:** UMBC Campus Community  
**FROM:** Linda Rothfus, Manager of Business Services  
**SUBJECT:** Travel Reimbursement Rates as of September 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 remains at **58 cents per mile, which was effective January 1, 2019.**

The meal reimbursement rate **changed from \$47.00 per day to \$56.00 per day.** The meal breakdown is as follows:

<b>Breakfast</b>	<b>\$13.00</b>
<b>Lunch</b>	<b>\$15.00</b>
<b>Dinner</b>	<b>\$28.00</b>

**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.