



OFFICE OF THE CONTROLLER

Thurgood Marshall Library
14000 Jericho Park Rd, Bowie, MD 20715
P 301-860-3475
F 301-860-3487

MEMORANDUM

To: BSU Community
From: Office of the Controller
Date: January 10, 2023
Subject: Travel Reimbursement Rates - Effective January 1, 2023 and New MD State Air Travel Requirement

Effective January 1, 2023, the University System of Maryland reimbursement rates have changed. Rates for employees' use of a personal vehicle are as follows:

Effective January 1, 2023

65.5 cents per mile

Effective July 1, 2022

62.5 cents per mile

University System of Maryland per diem reimbursement rates are as follows:

Effective July 1, 2022

Breakfast	\$15.00
Lunch	\$18.00
Dinner	<u>\$30.00</u>
Total	\$63.00

All travel reimbursement requests must include the traveler's start time and end time to determine his/her eligibility for meal allowance.

Costs of hotel accommodations are reimbursed on the basis of receipts for single-room rate.

Employees on travel will not be reimbursed for meals that are included in the event registration fee.

New MD State Air Travel Requirement

Effective January 1, 2023 all university air travel must be booked utilizing Globetrotter Travel. Travel booked outside of Globetrotter must be preapproved by the Accounts Payable Manager, Renee Myers in writing. Also, all requests for exceptions to using Globetrotter must be in writing and contain an explanation on why the exception is required.

Please contact Renee Myers at (301) 860-3925 if you have any questions concerning this memo.