



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: Wayne Felder, Controller
Subject: Travel Reimbursement Rates - Effective January 1, 2025, and Air Travel Requirements
Date: January 24, 2025

Effective January 1, 2025, the University System of Maryland reimbursement rates have changed. Rates for employees' use of a personal vehicle are as follows:

Effective January 1, 2025
\$0.70 per mile

Effective January 1, 2024
\$0.67 per mile

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

Effective January 1, 2025	
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 based on receipts for single-room rate.

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

MD State Air Travel Requirement

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. All requests for exceptions to using Globetrotter must be in writing and contain an explanation of why the exception is required.

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