



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, 2026, and Air Travel Requirements
Date: January 9, 2026

Effective January 1, 2026, the University System of Maryland (USM) mileage reimbursement rate for employees' use of a personal vehicle increased. The rates are as follows:

Effective January 1, 2026

\$0.725 per mile

Effective January 1, 2025

\$0.70 per mile

University System of Maryland per diem meal reimbursement rates are as follows (current):

Effective January 1, 2025 (current as of January 1, 2026)

Breakfast	\$15.00
Lunch	\$18.00
Dinner	\$30.00
Total	\$63.00

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

Hotel accommodations are reimbursed based on itemized receipts for the single-room rate.

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

Maryland State Air Travel Requirement

All university air travel must be booked through Globetrotter Travel. Travel booked outside of Globetrotter must be pre-approved in writing by the Accounts Payable Manager. All requests for exceptions to using Globetrotter must be in writing and include a business justification explaining why the exception is required.

Please contact the Accounts Payable Manager at (301) 860-3925 if you have any questions concerning this memo.