



OFFICE OF THE CONTROLLER

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

MEMORANDUM

TO: All Campus Employees
FROM: Wayne Felder, Controller
DATE: January 7, 2020
SUBJECT: Travel Reimbursement Rates - Effective January 1, 2020

Effective January 1, 2020, the University System of Maryland reimbursement rates have changed. Rates for employees' use of a personal vehicle are as follows:

Effective January 1, 2020
57.5 cents per mile

Effective January 1, 2019
58 cents per mile

Effective January 1, 2020, the University System of Maryland per diem reimbursement rates are as follows:

Breakfast	\$13.00
Lunch	\$15.00
Dinner	<u>\$28.00</u>
Total	\$56.00

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.

If you have any questions concerning the rates, please contact Renee Myers at (301) 860-3925.