

BUSINESS AFFAIRS MEMORANDUM 2009 - 04

TO: All Departments
FROM: Greg Lovins
Interim Vice Chancellor for Business Affairs
SUBJECT: Travel Reimbursement Rates Revision
DATE: July 7, 2009

In accordance with G.S. 138-6(5), *effective July 1, 2009*, the amount of reimbursement for subsistence per day has been increased by 3.35% for both in-state and out-of-state travel. The new subsistence rate will be effective for both fiscal years of the 2009-2011 biennium.

The following list details the various rates of subsistence reimbursement for travel *effective July 1, 2009*. A revision to the *State Budget Manual* and the *ASU Resource Manual* will be issued to reflect this change.

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$ 7.75	\$ 7.75
Lunch	\$ 10.10	\$ 10.10
Dinner	\$ 17.30	\$ 19.65
Lodging (actual, up to)	<u>\$ 65.90</u>	<u>\$ 78.05</u>
Total	\$ 101.05	\$ 115.55

If you have questions, please contact the Controller at 262-6426.

GML/gas