

MEMORANDUM

DATE: January 7, 2020
TO: UMBC Campus Community
FROM: Linda Rothfus, Manager of Business Services
SUBJECT: Travel Reimbursement Rates as of January 1, 2020

The Chancellor has reviewed the Schedule of Reimbursement Rates for University travel found in the Board of Regents Policy VIII 11.10.

The reimbursement rate for the use of a personal vehicle **has changed from 58 cents per mile to 57.5 cents per mile, which was effective January 1, 2020.**

The meal reimbursement rate **remains unchanged at \$56.00 per day.** The meal breakdown is as follows:

Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$28.00

Foreign travel is reimbursed at the applicable U.S. Department of State Meal and Incidental Rate (https://aoprals.state.gov/web920/per_diem.asp) without receipts, or the actual cost with receipts.

Please call Peggy Ingle at extension 52316 if you have any questions concerning this information.