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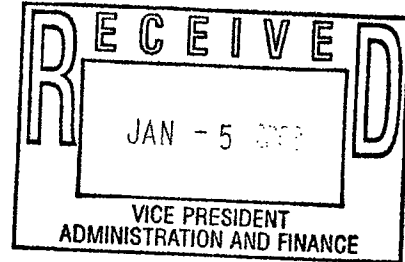
DEC 22 2008

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TO: USM Presidents
FROM: William E. Kirwan *WAK*
DATE: December 19, 2008

RE: Revised Private Vehicle Mileage Reimbursement Rate - FY2009

The Department of Budget and Management has decreased the private vehicle mileage reimbursement rate from 58.5 cents to 55 cents effective January 1, 2009. Enclosed is a revised schedule of private mileage reimbursement rates for FY2009. Please distribute this document to all interested parties at your institution. This schedule accompanies the Board of Regents Policy on University System Travel (BOR VIII-11.10).



Enclosure

Cc: Other Members of the Chancellor's Council

UNIVERSITY SYSTEM OF MARYLAND

FY2009

PRIVATE VEHICLE MILEAGE REIMBURSEMENT RATE

JULY 1 - DECEMBER 31, 2008

58.5 Cents Per Mile

JANUARY 1 - JUNE 30, 2009

55 Cents Per Mile

VIII - 11.10 - SCHEDULE OF REIMBURSEMENT RATES (FY 2009 Revised)

(Approved by the Chancellor, December 19, 2008)

1. RATES FOR HOTELS

Cost of hotel accommodations are reimbursed on the basis of receipts for single-room rate, in accordance with institution policy to establish that the room rate is appropriate.

2. RATES FOR MEAL EXPENSES

The standard per diem rate for domestic travel is \$41 per day. If circumstances necessitate a "high-cost" meal, reimbursement may be approved up to actual reasonable cost with detailed receipt, pursuant to institution policy. In the absence of receipts or a "high-cost" rate reimbursement schedule, travelers will be reimbursed for domestic travel at the standard per diem rate. Foreign travel is reimbursed at the applicable U.S. Department of State Meal and Incidental Rate without receipts, or actual cost with receipts.

3. MILEAGE RATE FOR USE OF PERSONAL VEHICLE

University System employees will be reimbursed at the rate of 58.5 cents per mile from July 1 to December 31, 2008, and 55 cents per mile from January 1 to June 30, 2009, or as governed by institution guidelines where the institution operates a motor pool.