



UNIVERSITY SYSTEM OF MARYLAND

VIII - 11.10 - SCHEDULE OF REIMBURSEMENT RATES (FY 2011 Revised)

(Approved by the Chancellor, January 4, 2011)

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 \$42 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 50 cents per mile from July 1 to December 31, 2010 and 51 cents per mile from January 1 to June 30, 2011, or as governed by institution guidelines where the institution operates a motor pool.

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