

July 14, 2011

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Steve Keto
Associate Vice Chancellor for Finance and Resource Management

SUBJECT: New Travel Subsistence Rates

Effective July 1, 2011, the Office of State Budget and Management has increased the per diem subsistence meal allowance and decreased the lodging per diem rates for in-state and out-of-state travel.

The following list shows the daily per diem subsistence reimbursement amounts for travel effective July 1, 2011. The new rates apply to travel dates on or after July 1, 2011.

	<u>In-State</u>	<u>Out-of-State</u>	<u>Out-of-Country</u>
Breakfast	\$ 8.00	\$ 8.00	\$ 8.00
Lunch	\$ 10.45	\$ 10.45	\$ 10.45
Dinner	\$ 17.90	\$ 20.30	\$ 20.30
Lodging	<u>\$ 63.90</u>	<u>\$ 75.60</u>	<u>\$ 75.60</u>
Total	\$100.2	\$114.35	\$114.35

The per diem rates have been updated in the Travel System.

If you have any questions, please contact Kim Kelley at 515-7132 or Kim_Kelley@ncsu.edu .

cc: University Finance Officers