

July 8, 2009

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Cliff Flood,
University Controller

SUBJECT: Changes to Travel Subsistence Rates

Effective July 1, 2009, the Office of State Budget and Management has increased the travel per diem subsistence rates. The revised per diem rates are as follows:

	<u>In-State</u>	<u>Out-of-State</u>	<u>Out-of-Country</u>
Breakfast	\$ 7.75	\$ 7.75	\$ 7.75
Lunch	\$ 10.10	\$ 10.10	\$ 10.10
Dinner	\$ 17.30	\$ 19.65	\$ 19.65
Lodging	<u>\$ 65.90</u>	<u>\$ 78.05</u>	<u>\$ 78.05</u>
Total	\$101.05	\$115.55	\$115.55

The per diem rates are currently being updated in the Travel System and will be effective for travel dates on or after July 1, 2009.

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

cc: Ernest Murphrey
University Business Officers