



Office of Finance and Administration  
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**MEMORANDUM**

TO: Deans, Directors, and Department Heads

FROM: David Price, University Controller, University Controller's Office *David Price*

SUBJECT: New Travel Subsistence Rates

DATE: July 7, 2017

Effective July 1, 2017, the Office of State Budget and Management increased the per diem subsistence rates for in-state and out-of-state travel.

The following list details the daily per diem subsistence reimbursement amounts for travel effective July 1, 2017. The new rates apply to travel dates on or after July 1, 2017.

	<u>In-State</u>	<u>Out-of-State</u>	<u>Out-of-Country</u>
Breakfast	\$ 8.40	\$ 8.40	\$ 8.40
Lunch	\$ 11.00	\$ 11.00	\$ 11.00
Dinner	\$ 18.90	\$ 21.60	\$ 21.60
Lodging	\$ <u>71.20</u>	\$ <u>84.10</u>	\$ <u>84.10</u>
Total	\$109.50	\$125.10	\$125.10

These changes will be updated in the Travel Center and Travel Guidelines - Travel Requirements for University Employees section on the Controller's Office website.

If you have any questions, please contact Kim Kelley at 515-7132 or [Kim\\_Kelley@ncsu.edu](mailto:Kim_Kelley@ncsu.edu)

cc: Mary Peloquin-Dodd, Associate Vice Chancellor, Finance and University Treasurer