

July 11, 2013

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Charles Cansler
University Controller

SUBJECT: New Travel Subsistence Rates

Effective July 1, 2013, the Office of State Budget and Management has 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, 2013. The new rates apply to travel dates on or after July 1, 2013.

	<u>In-State</u>	<u>Out-of-State</u>	<u>Out-of-Country</u>
Breakfast	\$ 8.20	\$ 8.20	\$ 8.20
Lunch	\$ 10.70	\$ 10.70	\$ 10.70
Dinner	\$ 18.40	\$ 20.90	\$ 20.90
Lodging	<u>\$ 65.90</u>	<u>\$ 77.90</u>	<u>\$ 77.90</u>
Total	\$103.20	\$117.70	\$117.70

The per diem subsistence 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: Steve Keto
University Finance Officers