

**MEMORANDUM**

TO: Deans, Directors, and Department Heads

FROM: Frances Lawrence, University Controller

Signed by:

*Frances Lawrence*

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SUBJECT: Travel Subsistence Rate Changes

DATE: June 30, 2025

Effective July 1, 2025, the Office of State Budget and Management (OSBM) will increase the per diem subsistence rates for in-state and out-of-state travel. The following list details the various rates of subsistence per day for travel-related expenses.

	<u>In-State</u>	<u>Out-of-State</u>	<u>Out-of-Country</u>
Breakfast	\$ 10.60	\$ 10.60	\$ 10.60
Lunch	\$ 14.00	\$ 14.00	\$ 14.00
Dinner	\$ 24.40	\$ 27.70	\$ 27.70
Lodging	\$ <u>94.10</u>	\$ <u>111.10</u>	\$ <u>111.10</u>
Total	\$ 143.10	\$ 163.40	\$ 163.40

These changes will be updated in the Travel Center and Travel Manual on the University Controller's Office website.

If you have any questions, please contact Melissa Graham at [magraha4@ncsu.edu](mailto:magraha4@ncsu.edu) or Ruthie Fairbanks at [rdfairba@ncsu.edu](mailto:rdfairba@ncsu.edu).

cc: Dana R. Harris, Associate Vice Chancellor, Finance and University Treasurer