



**MEMORANDUM**

**DATE:** July 8, 2009  
**TO:** Deans, Directors, and Department Chairs  
**FROM:** Martha J. Pendergrass  
Director, Material & Disbursement Services  
**SUBJECT:** Travel Subsistence Rate Revision

Effective July 1, 2009, the Office of State Budget and Management increased the allowable subsistence per day payments for state employees' in-state and out-of-state travel.

In processing travel reimbursement forms for trips that begin on or after July 1, 2009, the rates listed below will be used. For trips that began before July 1, 2009, the old rates will apply.

The following list details the new rates of subsistence per day for travel related expenses.

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$ 7.75	\$ 7.75
Lunch	\$ 10.10	\$ 10.10
Dinner	\$ 17.30	\$ 19.65
Lodging (actual, up to)	<u>\$ 65.90</u>	<u>\$ 78.05</u>
Total	\$101.05	\$115.55

If you have any specific questions regarding the new rates, please contact Phil Easler at 962-0210 or [peasler@email.unc.edu](mailto:peasler@email.unc.edu).