



05.184

Appendix A Rate Table - Transportation, Lodging, and Meals

Authority:

Vice Chancellor of Business Affairs

History:

Effective January 1, 2007; Updated July 1, 2007; Updated November 20, 2008; January 1, 2009; January 1, 2010; updated April 30, 2010; May 1, 2010; January 1, 2011; July 1, 2011 supersedes former Administration Policy No. TRA1.13 – 1.20, “Appendix A Rate Table – Transportation, Lodging and Meals”

Source of Authority:

Office of State Budget and Management

Related Links:

Responsible Office:

Accounting Department

Transportation Rates

- A) The rates charged per mile for the use of a state vehicle may be obtained by accessing the [Motor Fleet Leasing Web page](#) or by calling the UNCW Motor Fleet Office.
- B) If using a personal car you can be reimbursed up to 55.5¢ per mile if a motor fleet car is not available. However, if the personal car is used for the convenience of the employee and a motor fleet car is available, they will only be reimbursed up to 30¢ per mile.
- C) Airplane, bus or railroad will be reimbursed at the actual cost shown on the ticket.

Lodging and Meal Rates (Effective July 1, 2011)

	In-State	Out-of-State
Lodging (<i>actual, up to</i>)	\$63.90	\$75.60

- Lodging must be substantiated by a receipt from a commercial lodging establishment.
- Daily lodging rates greater than per diem rates listed above must be indicated as "Excess Lodging" on the Travel Authorization form.
- Justification for excess lodging must be provided.

Meals

- Meal rates are inclusive of gratuities.

- Contact Accounting for applicable foreign meal rates.

Breakfast	\$8.00	\$8.00
Lunch	\$10.45	\$10.45
Dinner	<u>\$17.90</u>	<u>\$20.30</u>
Total per diem for meals	\$36.35	\$38.75
Total per diem for food and lodging	\$100.25	\$114.35
