



## Meal/Lodging Travel Reimbursement Rates Fiscal Year 2023-2024

*Only enter your employee identification number on the travel form*

Please indicate the actual department and/or program including the department/program code. If you do not know your department/program code, please check with your supervisor.

A motor pool representative form signed by security must be attached indicating that a college car is not available to receive the personal car rate reimbursement.

<b>Subsistence</b>	<b>In-State</b>	<b>Out-of-State</b>
Breakfast	\$ 9.00	\$ 9.00
Lunch	\$ 11.80	\$ 11.80
Dinner	\$ 20.50	\$ 23.30
Lodging	\$ 78.90	\$ 93.20
Total	\$ 120.20	\$ 137.30

### Note:

- If you are requesting “Registration/Tuition/Workshop fees” paid by a purchase order, please complete an e-requisition via procurement and attach it to the travel form.
- When completing the form for reimbursement, remember to state the actual time (hour) and date your trip begins and the time (hour) and date the trip ends.
- Complete section 1 prior to the trip, copies will be returned to you.
- Complete section 2 for reimbursement request/closing after travel is complete.
- Complete and submit the final reimbursement request within 30 days of completed travel.
- There are some exceptions allowed for travel done in the month of June.

Contact [Dorothy Holman](#) at 919-536-7200, ext. 1008 or Shaquana Lindsey at 919-536-7200, ext. 1004 with questions.