

BUSINESS AFFAIRS MEMORANDUM 2011-07

TO: All Departments
FROM: Greg Lovins
Interim Vice Chancellor for Business Affairs
SUBJECT: Travel Subsistence Rates Revision
DATE: July 18, 2011

Pursuant to G.S. §138-6(5), the Director of the Budget is required to revise subsistence payments for state employees' in-state and out-of-state travel. The revision is based on the percentage increase in the Consumer Price Index for All Urban Customers for the most recent 24-month period. **Effective July 1, 2011**, the subsistence reimbursement will be *increased* by 3.3% for food and *decreased* by 3.0% for lodging. The new subsistence rate will be effective for both years of the 2011-13 biennium.

The following list details the various rates of subsistence per day for travel related expenses. A revision to the *State Budget Manual* and the *ASU Resource Manual* will be issued to reflect this change.

| | <u>In-State</u> | <u>Out-of-State</u> |
|-------------------------|-----------------|---------------------|
| Breakfast | \$ 8.00 | \$ 8.00 |
| Lunch | \$ 10.45 | \$ 10.45 |
| Dinner | \$ 17.90 | \$ 20.30 |
| Lodging (actual, up to) | \$ <u>63.90</u> | \$ <u>75.60</u> |
| Total | \$ 100.25 | \$ 114.35 |

If you have questions, please contact the Controller's Office at 262-6404.

GML/gas