

VIII - 11.10 - SCHEDULE OF REIMBURSEMENT RATES (Effective January 1, 2025)
(Approved by the Chancellor January 13, 2025)

1. RATES FOR HOTELS

Cost of hotel accommodations is reimbursed on the basis of receipts for single-room rate, in accordance with institution policy to establish that the room rate is appropriate.

2. RATES FOR MEAL EXPENSES

The standard per diem rate for domestic travel is \$63 per day. If circumstances necessitate a “high-cost” meal, reimbursement may be approved up to actual reasonable cost with detailed receipt, pursuant to institution policy. In the absence of receipts or a “high-cost” rate reimbursement schedule, travelers will be reimbursed for domestic travel at the standard per diem rate. Foreign travel is reimbursed at the applicable U.S. Department of State Meal and Incidental Rate without receipts, or actual cost with receipts.

3. MILEAGE RATE FOR USE OF PERSONAL VEHICLE

University System employees will be reimbursed at the rate of \$0.70 per mile, or as governed by institution guidelines where the institution operates a motor pool.