***July 8, 2019***

**To:  Deans, Directors and Department Chairs (DDD), Campus Unit Finance Leads (CUFL), University Business Managers (UBM)**

**From: Missy Wilson-Grissom, Lead Travel Accounting Technician and Janet Rupert, Director of Accounts Payable and Travel Services**

**Re: Travel Per Diems for July 2019-June 2021**

As of July 1, the State of North Carolina has increased subsistence by 4.6% and will remain in effect for years 2019-2021.  Per diem rates are now as listed below:

|  |  |  |
| --- | --- | --- |
|  | In-State | Out-of-State |
| Breakfast | $ 8.60 | $8.60 |
| Lunch | $11.30 | $11.30 |
| Dinner | $19.50 | $22.20 |
| Lodging | $75.10 | $88.70 |
| **Total** | **$114.50** | **$130.80** |

Meal per Diems will be paid if the employee leaves or returns at the following times:

|  |  |  |  |
| --- | --- | --- | --- |
| **Meal** | **Day of Departure** | **Day of Return** | **Comments** |
| Breakfast | Leave before 6:00 a.m. | N/A | Must extend the workday two hours |
| Lunch | Leave before 12:00 p.m. | Return after 2:00 p.m. | Cannot be claimed unless either the trip requires an overnight stay or the cost of the lunch is part of a registration fee |
| Dinner | Leave before 5:00 p.m. | Return after 8:00 p.m. | Must extend the workday by three hours |

In order to reduce paperwork, finance will automatically calculate per diem rates based on the following assumptions:

* Travel times will be calculated at 2 hours prior or after the scheduled flight departure or arrival time. For driving, employees should indicate time of departure / arrival on mileage support documentation
* All meals that are specifically stated as included in conference brochures will not be reimbursed.
* All other meals will be reimbursed at the per diem rate.

Relevant policies and the [Allowances page](https://finance.unc.edu/departments/strategic-sourcing-payment/procurement/accounts-payable-travel-services/travel/allowances/) are being updated.  Mileage rates remain the same as from January 9, 2019 ([see memo](https://finance.unc.edu/news/2019/01/09/2019-travel-mileage-updates/)).