



Travel Allowances, Mileage and Per Diem Rates

Expenses for travel on official business by University employees are reimbursed at the following rates set by [State legislation](#).

Transportation by Vehicle

University travelers are encouraged to use a state-owned or leased vehicle through [Fleet Services](#). If a state-owned or leased vehicle is not available, travelers should use the least expensive method of ground transportation to meet their business needs.

Mileage

Beginning April 1, 2021, when a personal vehicle must be used, mileage will be reimbursed at the IRS standard mileage rate regardless of the number of miles driven. This rate covers gas as well as vehicle wear and tear.

State Mileage Allowance Chart for Personal Vehicle Mileage Reimbursement (effective January 1, 2021)

When a personal vehicle must be used for business travel, the following rates apply:

Trip Mileage	Allowance
Round trip equals or is less than 100 miles	56 cents per mile
Round trip exceeds 100 miles	33 cents per mile
Travel on or after April 1, 2021 (regardless of the total number of miles)	56 cents per mile

Please refer to [1501.4](#) - Procedure on Ground Transportation Expenses Including Mileage Rates.

Lodging and Meals (Subsistence)

Subsistence is the amount claimed for room and meals (including gratuities), not to exceed the statutory limits below. See [1501.5](#) - Procedure on Per Diem Rates and [1501.6](#) - Procedure on Lodging Accommodations.

Lodging

Reimbursement for lodging may be made only in the amount documented by a receipt of actual lodging expenses from a commercial lodging establishment. For lodging rates and third-party lodging information see [1501.6](#) - Procedure on Lodging Accommodations.

Meals

University travelers are only eligible for meal per diem when they make an overnight trip. Partial day per diem is possible when the partial day is the day of departure or return for a trip, but it must be in conjunction with an overnight trip taken. University travelers may claim reimbursement for the following meals, if:

- Breakfast: depart duty station prior to 6 a.m.
- Lunch: depart duty station prior to Noon (day of departure) or return to duty station after 2:00 p.m. (day of return).
- Dinner: depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return).

Meal rates per day for travel-related expenses (effective July 1, 2021):

Type	In-State Rate	Out-of-State Rate
Breakfast	\$9.00	\$9.00
Lunch	\$11.80	\$11.80
Dinner	\$20.50	\$23.30

Type	In-State Rate	Out-of-State Rate
Total Meals	\$41.30	\$44.10

The per diem is intended to offset costs for meals when traveling. It is not a meal reimbursement. Excess meals may be allowed, dependent on funding source. See [1501.5](#) - Procedure on Per Diem Rates for additional information.

Account Codes for Processors			
The same account codes are used in WebTravel and Concur Expense			
Type	In-State	Out-of-State	O
Airfare	526110	526210	52
Car, Train, Bus, Taxi, Rental Car, Rental Car Gas, Parking, Tolls	526120	526220	52
Water Transportation	526130	526230	52
Lodging	526140	526240	52
Meals	526150	526250	52
Other Expenses: Baggage Handling Tips, Telecom Fees	526160	526260	52
Registration	528310	528320	52

Service Owned By:

- [Travel and Payment Card Services](#)