



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.

Subsistence	In-State	Out-of-State
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.