



MEMORANDUM

DATE: July 2, 2007
TO: Deans, Directors, and Department Chairs
FROM: Martha J. Pendergrass
Director, Material & Disbursement Services
SUBJECT: Travel Subsistence Rates Effective July 1, 2007

State Statute requires that subsistence rates for state employee's in-state and out-of-state travel be based on the Consumer Price Index for All Urban Customers from the most recent 24-month period. Effective July 1, 2007, the subsistence reimbursement will be increased by 6.5%. The new subsistence rates will be effective for both fiscal years of the 2007-2009 biennium.

The following list details the various rates of subsistence per day for travel related expenses. These rates can also be located on Travel Services webpage at <http://www.unc.edu/mds/ts/trvallow.htm>.

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$ 7.50	\$ 7.50
Lunch	\$ 9.75	\$ 9.75
Dinner	\$ 16.75	\$ 19.00
Lodging (actual, up to)	<u>\$ 63.75</u>	<u>\$ 75.50</u>
Total	\$ 97.75	\$111.75

If you have any questions about the rates or travel procedures, please contact Ms. Pat Tayloe, at 843-5098 or pat_tayloe@unc.edu. Thank you.