



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**


*Financial Services*

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July 3, 2013

MEMORANDUM

TO: Faculty and Staff

FROM: Steve Rhew   
Associate Vice Chancellor for Finance

RE: Travel Subsistence Rate Revision Effective July 1, 2013

Pursuant to G.S. 138-6(5), the State's Director of the Budget is required to revise subsistence payments for state employees' in-state and out-of-state travel. The revision is based on the percentage increase in the Consumer Price Index for All Urban Customers for the most recent 24-month period. **Effective July 1, 2013**, the subsistence reimbursement will be increased by 3.2%. The new subsistence rate will be effective for both years of the 2013-15 biennium.

The following list details the various rates of subsistence per day for travel related expenses. A revision to our University's Policies and Procedures – Travel will be issued to reflect the changes in subsistence rates.

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$8.20	\$8.20
Lunch	10.70	10.70
Dinner	18.40	20.90
Lodging (actual, up to)	<u>65.90</u>	<u>77.90</u>
Total	\$103.20	\$117.70

If you have any questions, please call Ralice Gertz (334-5740) or Randy Bennett (334-5795).