

University of Kansas Medical Center

Subsistence & Mileage Expense Limitations

Fiscal Year 2009 (Revised July 1, 2008)

MEAL AND LODGING LIMITS

Type of Area	Meal Allowance		Lodging Limitation Maximum per night
	Per Quarter Day	Per Whole Day	
In-state	\$9.00	\$36.00	\$112.50
Out-of-state Regular	\$9.00	\$36.00	\$142.50
Out-of-state High Cost	\$10.25	\$41.00	\$208.50
Manhattan, NY	\$12.50	\$50.00	\$231.00
Washington, DC	\$12.50	\$50.00	\$231.00
International Travel	\$13.25	\$53.00	Actual

Lodging Expense reimbursement is limited to the lodging establishment's lowest available rate for normal single occupancy on the day(s) the expense was incurred. Associated lodging taxes may be paid in addition to the maximum lodging limitations shown.

Meals for International Travel may be reimbursed at actual expenses not to exceed \$87.00 per day upon administrative approval of Travel Request and submission of meal receipts.

Qualified Conference lodging (approved DA-28) may be reimbursed at the actual conference rate.

The meal allowance must be reduced by the amount shown below for each meal provided within the cost of registration fees (or other fees) or provided at no cost to the traveler.

REDUCTION FOR MEALS PROVIDED

Type of Area	Breakfast	Lunch	Dinner
In-state	\$8.50	\$9.50	\$18.00
Out-of-state	\$8.50	\$9.50	\$18.00
Out-of-state High Cost	\$9.75	\$10.75	\$20.50
Manhattan, NY	\$12.00	\$13.00	\$25.00
Washington, DC	\$12.00	\$13.00	\$25.00
International Travel	\$12.75	\$13.75	\$26.50

MILEAGE REIMBURSEMENT

Privately owned vehicle mileage for official business is reimbursed at 50.5 cents per mile.