

TO: Lamar University Staff and Faculty
FROM: Lisa Roach, Travel Coordinator
DATE: October 7, 2009
SUBJECT: FY2010 Travel Reimbursement Rates

TRAVEL ALLOWANCES:

For Fiscal Year 2010, Lamar University will use the General Services Administration (GSA)'s federal travel rates to determine the maximum meals and lodging reimbursement rates for both in-state and out-of-state travel. Lamar University will continue to use the \$85 *maximum* for lodging and \$36 *maximum* for meals for *in-state* city or county locations **not specifically listed** in the federal rates. Out-of-state city and county locations **not specifically listed** in the federal rates will continue to use the Conus rates listed for each state.

For Budgetary purposes, individual Lamar University departments may set their own maximum rates as long as they do not exceed the approved rates.

GSA Website:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943

MEALS

Meal reimbursements are only allowed on overnight travel.

The meal percentage rates for all travel will be calculated as follows:

Breakfast	20%
Lunch	30%
Dinner	50%

The meals allowed are based upon the following:

Departure: If you leave **before 8:00 a.m.** you are entitled to breakfast, lunch and dinner; **at or after 8:00 a.m., but before 1:00 p.m.,** you are entitled to lunch and dinner only; **at or after 1:00 p.m.** you are entitled to dinner only.

Return: If you return to headquarters **after 8:00 a.m.,** you are entitled to breakfast; **after 1:00 p.m.** you are entitled to breakfast and lunch; **after 6:00 p.m.** you are entitled to breakfast, lunch and dinner

If you have any questions, please call Lisa Roach at 880-8383.