

Re: Increase in Travel & Entertainment Meal Rates

Control Points:

Attached is a letter from Anne Broome, Vice President - Financial Management, announcing increases in T&E Meal Rates and that Business and Finance Bulletin BUS-79 will be revised to include this information.

Following is a summary of the attachment intended for individuals who:

- Travel on University business.
- Complete Travel & Expense Voucher (reimbursement requests).
- Plan, coordinate, and submit reimbursement requests for meetings.
- Review and/or approve all the above activities.

Travel Meals:

The daily meal and incidental expense (M&IE) cap for travel within the continental U.S. (CONUS) has been increased to \$64 for expenses incurred on or after October 1, 2006. Although the University's cap amount is tied to the maximum Federal per diem, travelers may seek reimbursement only for their actual expenses in accordance with existing policy. The M&IE cap for travel that is more than 12 hours but less than 24 hours has been increased to \$42.

Entertainment Meals:

The maximum meal rates for entertainment and business meeting meals have been increased in proportion to the M&IE rate for travel within CONUS. The new rates are as follows:

Breakfast:	\$26
Lunch:	\$38
Dinner	\$64
Light Refreshments	\$17

This e-mail will be sent to the Campus Administrators distribution list tomorrow, Thursday, October 5, 2006. If you have any questions, please contact me at 415-476-8449 or the AP Service Desk at 415-476-2126.

[Increase in T&E Meal Rates](#)

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