

Reimbursement Rates for Mileage, Subsistence and Lodging

Board of Governors' Policy 1986-07-A, [Travel Expense](#) Regulations, requires that the chancellor establish the rates of reimbursement to employees for expenditures incurred in the course of official travel. To simplify the process by which the rates are established, the State System is adopting the U. S. General Services Administration's (GSA) domestic per diem rates (CONUS rates) and Privately Owned Vehicle reimbursement rates, effective January 1, 2003.

Unless otherwise notified, State System entities should automatically adopt the new rates that are established by GSA, which, at a minimum, change annually on October 1. The Administration and Finance division will notify us when the rates are changed and will update the State System's Web site at www.passhe.edu. The rates also may be accessed through the GSA Web site at <http://www.gsa.gov>.

Please be advised that the U.S. General Services Administration (GSA) has increased the standard domestic per diem rate to \$46 effective October 1, 2009. In accordance with Board of Governors' Policy 1986-07-A, *Travel Expense Regulations*, the per diem rate for official PASSHE/University travel also has increased to \$46 effective October 1, 2009. (For travel occurring prior to October 1, 2009, the per diem rate is \$39.) Included in this per diem rate are subsistence and incidental expenses such as fees and tips for persons who provide services.

Privately Owned Vehicle reimbursement rate has increased to 51 cents per mile effective January 1, 2011. In accordance with Board of Governors' Policy 1986-07-A *Travel Expense Regulations*, the reimbursement rate for use of a personal automobile for official System travel also has increased to 51 cents per mile effective January 1, 2011. (For travel occurring from January 1, 2010, through December 31, 2010, the reimbursement rate is 50 cents per mile.)

[Complete](#) information on rates of reimbursement for official System travel will be available on PASSHE's new website in the near future.

The following rates replace any rates previously issued.

Rates Established by GSA

Reimbursement per mile for use of personal automobile	\$0.51
Subsistence rate for all locations not listed as high cost areas	\$46
Lodging rates for locations not listed as high cost areas	\$77
Lodging rates for high cost areas:	http://www.gsa.gov/portal/category/21287

Other Rates

Receipts required for each miscellaneous expenditure in excess of	\$35
Subsistence rate when in non-overnight travel status	\$8

Please note that GSA refers to subsistence rates as meals and incidental expenses (M&IE). The incidental expenses are intended to cover fees and tips for persons who provide services.

TO: [Lock Haven University](#) Faculty and Staff
FROM: Lorie Smith, Purchasing Agent

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