



**Florida State
UNIVERSITY**

Office of the Controller
A2200 University Center
Tallahassee, FL 32306-2390

June 22, 2006

CONTROLLER MEMORANDUM #5 (2005-2006)

To: Deans, Directors, Department Heads, Fiscal and Travel Representatives

From: Tom Harrison, University Controller

Subject: Travel Reimbursement Rates Increased

Senate Bill 428, as passed during the 2006 legislative session, has authorized the following increases in travel reimbursement rates as noted below. New funding is not anticipated and should not be expected to offset the increased rates.

- Per Diem has increased from \$50 to \$80 or from \$12.50 per quarter day to \$20.00 per quarter day.
- Meal Rates have increased from:
 - Breakfast: \$ 3.00 to \$ 6.00
 - Lunch: \$ 6.00 to \$11.00
 - Dinner: \$12.00 to \$19.00
- Mileage rates have increased from .29 cents per mile to 44.5 cents per mile.

House Bill 5003 continues the ban on Class C travel reimbursement for per diem and/or subsistence allowance for FY 06/07. This has been the case since FY 02/03. Class C travel denotes short or day trips not involving overnight absences. For tax reasons, mileage will be reimbursed at the lesser of the rate established by Senate Bill 428 or the Federal rate; both rates currently stand at 44.5 cents per mile.

Senate Bill 2434, forbids travel to State Sponsors of Terror as determined by the U.S. Department of State under any circumstances regardless of funding source. An updated list of terrorist states by the U.S. Department of State is available at <http://www.state.gov/s/ct/c14151.htm>; this list is subject to change and should be checked regularly by persons considering travel to a foreign country prior to making travel arrangements.

The above items are effective July 1, 2006. OMNI modifications have been made to allow for these changes. Any travel items processed for FY2005/06 after July 1, 2006 must use the old rates of reimbursement.