

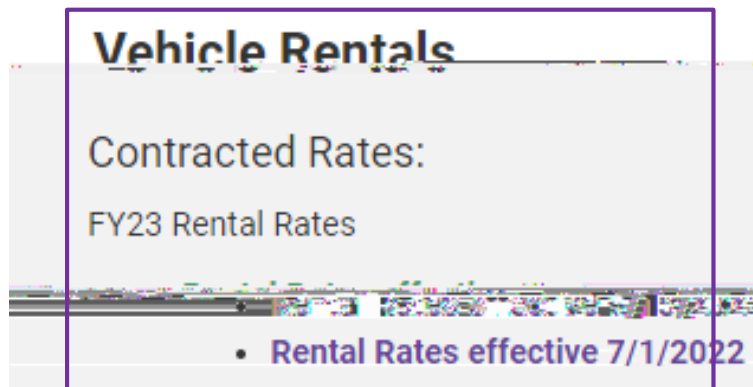


Enterprise/National Vehicle Rate Changes

Rental vehicle rate change effective September 15, 2022

Accounts Payable & Travel website has been updated to reflect the new rates

The rates in effect prior to September 15th are still available on the AP & Travel website



Travel Policy Changes Effective October 1, 2022

PM-13, University Travel Regulations, has been updated to reflect the travel changes:

| Appendix | Dates |
|-------------|-----------------------------------|
| Appendix A1 | July 1, 2022 – September 30, 2022 |
| Appendix A2 | October 1, 2022 – June 30, 2023 |

The applicable Appendix should be used

Mileage Rate Change

Mileage rate is U. S. General Services Administration (GSA) rate

Current mileage rate 62.5 cents per mile

GSA mileage rate can be found:

<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

| July 1, 2022 – September 30, 2022 | October 1, 2022 – June 30, 2023 |
|-----------------------------------|---------------------------------|
| | |

Rates for Lodging, Meals and Incidental Expenses (M&IE)

Rates for Lodging, Meals and Incidental Expenses (M&IE) for October 1, 2022 – June 30, 2023, will be as follows:

| Resource | Destination |
|----------|-------------|
| | |
| | |
| | |

GSA – Lodging, Meals and Incidental Expenses (M&IE)

General Services Administration (GSA) M&IE & lodging rates can be found:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Rates for 48 Continental United States, including District of Columbia

M&IE are inclusive of taxes and tips, receipts not required

IE includes tips for valets, porters, baggage carriers, hotel staff and complimentary shuttle services.

Lodging, itemized receipt required

GSA – Single Day Meal Change

Use GSA M&IE daily rate for the destination city

Alaska, Hawaii & U. S. Territories – Lodging, M&IE



Rates for lodging and Incidental Expenses (M&IE) for October 1, 2022 – June 30, 2023, can be found in PM-13, Appendix A2:

U. S. Department of State – Lodging, Meals & Incidental Expenses (M&IE)