



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**

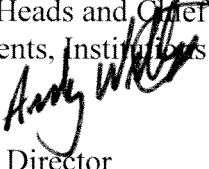
BEVERLY EAVES PERDUE
GOVERNOR

ANDY WILLIS
STATE BUDGET DIRECTOR

July 13, 2011

MEMORANDUM

TO: Department Heads and Chief Fiscal Officers
All Departments, Institutions and Agencies

FROM: Andy Willis 
State Budget Director

SUBJECT: Travel Subsistence Rate Revision Effective July 1, 2011

Pursuant to G.S. §138-6(5), the Director of the Budget is required to revise subsistence payments for state employees' in-state and out-of-state travel. The revision is based on the percentage increase in the Consumer Price Index for All Urban Customers for the most recent 24-month period. **Effective July 1, 2011**, the subsistence reimbursement will be *increased* by 3.3% for food and *decreased* by 3.0% for lodging. The new subsistence rate will be effective for both years of the 2011-13 biennium.

The following list details the various rates of subsistence per day for travel related expenses. A revision to the *State Budget Manual* will be issued to reflect this change.

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$ 8.00	\$ 8.00
Lunch	\$ 10.45	\$ 10.45
Dinner	\$ 17.90	\$ 20.30
Lodging (actual, up to)	<u>\$ 63.90</u>	<u>\$ 75.60</u>
 Total	 \$ 100.25	 \$ 114.35

If you have any specific questions regarding the new rates, please contact your budget analyst at (919) 807-4700.