

From: Murphy, Jennifer
Sent: Tuesday, May 09, 2006 5:12 PM
To: GRP-APS Customer Advisory Group
Cc: GRP-Travel Program Contacts
Subject: NOTIFICATION - Increased Meal and Lodging Limits for Travel funded by Local Accounts

Good Afternoon,

Please consider this notification that the meal and lodging limit, when using **local** funds, has increased for travel occurring on or after Monday, May 1, 2006.

- The daily limit using local funds for meals and lodging within Texas increased to \$220.
- The daily limit using local funds for meals and lodging outside of Texas, but within the continental United States, increased to \$325.
- As before, the new limits are a combination of a day's total actual meal and lodging expense.
- No receipts are required if meal costs are \$41 or less per day.
- Unused meal reimbursement amounts may be used to increase lodging reimbursement amounts up to the total daily limit, but not vice versa.
- If actual receipts are provided, the meal limit may be exceeded if the total meal and lodging reimbursement does not exceed the daily limits stated above.

The UT System Travel Policy and associated training powerpoint, that is available on the Travel Services website, will be modified by early next week.

There are no changes to the meal and lodging limit, when using state funds.

Thank you,
Jenny

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