

Travel Letter (In-State Only)

TO: Accounts Payable and Travel Encumbrances

Date: _____

I have exceeded the *per diem rate* for lodging by more than 25% for the following reason(s):

I have exceeded the meal(s) limit for the following reason(s).

Meal limits for in-state travel are as follows:

\$28 per day (breakfast \$6, Lunch \$7, & Dinner \$15)

\$36 per day (for *hi-cost areas that include Chatham, Cobb, DeKalb, Fulton, Glynn & Gwinnett counties*) Meal limits are breakfast \$7, Lunch \$9, & Dinner \$20).

Traveler _____ Date _____

Department Head _____ Date _____

Dean _____ Date _____