

DATE: September 9, 2005
TO: Executive Committee Members, Assistant Vice Presidents,
Chairs, Directors, Department Heads, Assistants to the Deans
and Vice Presidents, and Departmental Administrators
FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/CFO

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SUBJECT: Increase for In-State Meals, Lodging, and Mileage Rates

The state mileage reimbursement rate for travel occurring **on or after September 1, 2005** has increased from 35 cents to **40.5 cents per mile**.

Additionally, the reimbursement rate for lodging expense for in-state travel has increased to reimbursement of actual expense not to exceed **\$85** per night and **\$36** per day not to exceed actual meals expense.

For further information you may refer to the Travel Services web site at <http://www.uthscsa.edu/business/travel/>

If you have any questions regarding preparation of travel vouchers for FY 2006 travel, please contact Virginia Rojas @ 567-6125 (rojas@uthscsa.edu) or Sandy McFadden @ 567-6085 (McfaddenS@uthscsa.edu).

Please distribute this information to the appropriate individuals in your departments.