

January 30, 2018

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Travel and Mileage Reimbursement

The Texas Comptroller of Public Accounts has published [travel and mileage reimbursement rates](#) to be effective January 1, 2018, as summarized below:

- The automobile mileage reimbursement rate is **54.5** cents per mile.
- The meal reimbursement rate for overnight travel is listed by city on the [federal per diem rate map](#). If the city you are traveling to is not listed, use the daily rate for the county. If the county to which you are traveling is not listed, use the current maximum daily reimbursement rate of **\$51**.
- The meal reimbursement rate for non-overnight travel is up to **\$36**.
- Lodging reimbursement rates for in-state and out-of-state travel are listed on the [federal per diem rate map](#). If the city you are traveling to is not listed, use the daily rate for the county. If the county to which you are traveling is not listed, use the current maximum daily reimbursement rate of **\$93**.

The mileage, lodging, and meal reimbursement rates published by the comptroller apply to all grants that TEA administers for individuals on travel status.

See the [attached guidelines](#) for more travel information. If you have any further questions, please email grants@tea.texas.gov.

Sincerely,

Cory Green, Associate Commissioner
Department of Contracts, Grants and Financial Administration