

**KUCR Travel Rate Schedule—Jan. 1, 2016 to December 31, 2016**

**Mileage**

KUCR follows the Internal Revenue Service (IRS) Standard Mileage Rate- .54 per mile

To KCI airport:

Optional standard allowance for round trip from Lawrence to KCI Airport is 110 miles @ .54 = \$59.40.

Documented actual mileage may be claimed in lieu of the approved standard allowance.

Two round trips are allowed if no KCI parking charges are claimed

**Meals** Jan. 1, 2016 to March 31, 2016

Domestic (US & US territories): \$60.00 per day

International (including Canada & Mexico): \$92.00 per day

Meals provided by third party will reduce per diem claim by the amounts below.

<b>Meal</b>	<b>Domestic</b>	<b>International</b>
Morning Meal*	\$9.00	\$14.00
Mid Day Meal	\$21.00	\$32.00
Evening Meal	\$30.00	\$46.00
<b>Day of Departure</b>		
12:01 a.m. - 6:00 a.m.	Breakfast, Lunch & Dinner	
6:01 a.m. - 12:00 p.m.	Lunch & Dinner	
12:01 p.m. - 6:00 p.m.	Dinner	
6:01 p.m. - 12:00 a.m.	No meal reimbursement	
<b>Day of Return</b>		
12:01 a.m. - 6:00 a.m.	No meal reimbursement	
6:01 a.m. - 12:00 p.m.	Breakfast	
12:01 p.m. - 6:00 p.m.	Breakfast & Lunch	
6:01 p.m. - 12:00 a.m.	Breakfast, Lunch & Dinner	

\*Per diem will not be reduced for meals identified as continental breakfast.