



STATE OF IDAHO
OFFICE OF THE STATE CONTROLLER
DONNA M. JONES

Memorandum

TO: Agency Directors, Financial Officers and Payroll Officers
State of Idaho

FROM: Donna M. Jones, Secretary
State Board of Examiners and State Controller

DATE: December 21, 2009

SUBJECT: Amendment of State Travel Policy and Procedures
Effective retroactive to October 1, 2009.

At the December 15, 2009 meeting, the State Board of Examiners amended the official out-of-state meal and incidental expense reimbursement rate in the State Travel Policies and Procedures.

The new base rate is **\$46.00 per day for out of state meals.**

The U.S. General Services Administration increased the federal out-of-state meal and incidental expense CONUS rate on October 1, 2009, from \$39.00 per day to \$46.00 per day. The State Board of Examiners has agreed to make the increase retroactive to October 1, 2009.

To view the full State Travel Policy and Procedures document, you can visit the State Controller's website at: <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>

If you have any questions regarding this policy or need assistance with making your entries retroactive to October 1, our Division of Statewide Accounting (DSA Helpdesk) will be pleased to assist you at (208) 332-8827, or by e-mail at dsahelp@scsco.idaho.gov or e-mail the Board of Examiners at brdexam@scsco.idaho.gov.

DJ:DW