


**Luke Fulp**  
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**Date:** December 21, 2023  
**To:** Ryan Buchholdt, UAA Vice Chancellor for Administrative Services  
Julie Queen, UAF Vice Chancellor for Administrative Services  
Jonathan Lasinski, UAS Interim Vice Chancellor for Administrative Services  
**From:** Luke Fulp, Chief Financial Officer   
**Subject:** M&IE Increase for Anchorage, Fairbanks, and Juneau Travel

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Effective January 1, 2024, the per diem rate for meal and incidental expenses in Anchorage, Fairbanks, Juneau, and the surrounding communities within a 50-mile radius will increase from \$70 per day to \$80 per day. This applies to all employees traveling on university business. This change will happen automatically in Concur and requires no manual adjustment. Any travel beginning before the increase date and ending after will have the new rate applied for dates after January 1, 2024.

Please update your travel budgets accordingly and contact System Office Travel if you have any questions.

cc: President Pitney, System Office Leadership