FISCAL POLICY & GUIDANCE MEMORANDUM

TO: All Departments

FROM: Leanne M. Marden, Controller

DATE: June 30, 2011

SUBJECT: Change in Mileage Reimbursement Rate—Effective July 1, 2011

Effective July 1, 2011, the University's reimbursement rate for the use of a personal vehicle in the conduct of University business will increase from 51 cents per mile to 55.5 cents per mile. This rate is established in accordance with Board of Trustee Policy T92-031 (Appendix B). Under the policy, the University Treasurer sets rates at the levels established by the Internal Revenue Service (IRS). The IRS increased rates for the final six months of calendar year 2011 in recognition of gasoline price increases.

For all employee business travel that occurs on or after July 1, 2011, the university's on-line business expense system will automatically apply the new rate based on dates of travel. If your department does not yet use the on-line business expense system, but instead completes forms now located on the Controller's Office website, you are encouraged to request access and training for the on-line system. In the meantime, the Controller's Office is in the process of updating the forms on our website.

Questions about travel arrangements and reimbursements can be directed to Wanda Alston (7-5124) or Elizabeth Samed (7-5138) in the Controller's Office.