FISCAL POLICY & GUIDANCE MEMORANDUM

TO: All Departments

FROM: Leanne M. Marden, Controller

DATE: December 28, 2011

SUBJECT: 2012 Mileage Reimbursement Rate—No Change

The University's reimbursement rate for the use of a personal vehicle in the conduct of University business will remain unchanged at 55.5 cents per mile for business travel on or after January 1, 2012. 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). As you may recall, the IRS increased the rate as of July 1, 2011. The IRS recently announced that the current rate will remain in effect at this time.

The university's on-line business expense system automatically applies the 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.

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