



FISCAL POLICY & GUIDANCE MEMORANDUM

TO: All Departments

FROM: Leanne M. Marden, Controller

A handwritten signature in cursive script, appearing to read 'Leanne M. Marden', written over the printed name.

DATE: January 2, 2018

SUBJECT: Change in Mileage Reimbursement Rate—Calendar Year 2018

---

Effective January 1, 2018, the University's reimbursement rate for the use of a personal vehicle in the conduct of University business will increase from 53.5 cents to 54.5 cents per mile. This rate is established in accordance with Board of Trustee Policy T92-031 (Appendix B) and is consistent with the Internal Revenue Service.

For all employee business travel that occurs on or after January 1, 2018, 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, you are encouraged to request access and training for the on-line system. For departments that use the travel expense forms on the Controller's Office website, we will provide new forms that apply the correct rate based on dates of travel.

Questions about travel arrangements and reimbursements can be directed to Wanda Alston (7-5124) or KrisAnn O'Herron (7-5131) in the Controller's Office.