MEMORANDUM

Date: January 6, 2020

To: The University Community

From: Accounting and Budget Office

Re: Travel Changes

Attention: Effective January 1st 2020 the mileage reimbursement rate is 0.575 per mile.

‘In accordance with a change in the U.S. General Services Administration’s privately owned vehicle mileage reimbursement rates and Board of Governors’ Policy 1986-07-A, Travel Expense Regulations, the reimbursement rate for use of a personal automobile for official State System travel has decreased to 57.5 cents per mile effective January 1, 2020. (For travel occurring from January 1, 2019, through December 31, 2019, the reimbursement rate is 58 cents per mile.)’

Please remember to use the mileage calculator to be sure to use the most economic means of travel. Example: Enterprise rental vs personal owned vehicle.