

## MEMORANDUM

Date: January 6, 2020  
To: The University Community  
From: Accounting and Budget Office  
Re: Travel Changes

**Attention:** Effective January 1<sup>st</sup> 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.