

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Heidi Kozlowski, Interim University Controller 

SUBJECT: Travel Mileage Rate Changes

DATE: January 3, 2019

Effective January 1, 2019, the Office of State Budget and Management increased the mileage reimbursement rate for official university business from 54.5 cents per mile to 58 cents when the round trip mileage does not exceed 100 miles per trip. If the round trip mileage exceeds 100 miles per trip, the employee will be reimbursed 33 cents for all miles traveled.

Mileage reimbursement rates for employees using courtesy/lease vehicles in accordance with Board of Trustees Policy 05.15.3 "Non-Salary and Deferred Compensation" will be 20 cents per mile for employees authorized in section 4.4.1 and 32 cents per mile for employees authorized in section 4.4.2.

These changes will be updated in the Travel Center and Travel Guidelines - Travel Requirements for University Employees section on the Controller's Office website.

If you have any questions, please contact Kim Kelley at 515-7132 or khkelley@ncsu.edu .

cc: Lori Johnson, Interim Associate Vice Chancellor for Finance and University Treasurer