

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Lori Johnson, University Controller



SUBJECT: Travel Rate Changes

DATE: January 13, 2020

Effective January 1, 2020, the Office of State Budget and Management decreased the mileage reimbursement rate for official university business from 58 cents per mile to 57.50 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 05.15.03 "Non-Salary and Deferred Compensation" will be 17 cents per mile for employees authorized in section 4.4.1 and 30.5 cents per mile for employees authorized in section 4.4.2.

In addition, the State now allows approval of excess lodging if the cost is less than the sum of lower cost lodging and transportation costs.

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: Mary Peloquin-Dodd, Associate Vice Chancellor for Finance and University Treasurer