

July 1, 2011

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Steve Keto
Associate Vice Chancellor for Finance and Resource Management

SUBJECT: Travel Mileage Rate Change

Effective July 1, 2011, the Office of State Budget and Management will increase the mileage reimbursement rate for official university business from 51 cents per mile to 55.5 cents per mile when a state-owned vehicle is not available or when the roundtrip mileage does not exceed 100 miles.

Employees will still be reimbursed at a rate of 30 cents per mile when a state-owned vehicle is available and an employee chooses to use his/her own vehicle on trips that exceed 100 miles roundtrip.

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 increase from 19 cents per mile to 23.5 cents a mile for those employees authorized by the BOT Policy 05.15.3, sec 4.4.1, and from 29 cents per mile to 33.5 cents a mile for those employees authorized by the BOT Policy 05.15.3, sec 4.4.2.

More details on Travel Requirements for University Employees can be found on the [University Controller's Travel Guidelines web site](#). See section 6 for mileage reimbursements and section 7 for Use of Courtesy/Lease Vehicles.

The travel mileage rate change will be updated in the Travel System.

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

cc: University Business Officers