

December 17, 2012

**MEMORANDUM**

T0: Deans, Directors, and Department Heads

FROM: Charles Cansler  
University Controller

SUBJECT: Travel Mileage Rate Change

Effective January 1, 2013, the Office of State Budget and Management will increase the mileage reimbursement rate for official university business from 55.5 cents per mile to 56.5 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 be 24 cents per mile for employees authorized in section 4.4.1 and 33.5 cents per mile for employees authorized in section 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](mailto:Kim.Kelley@ncsu.edu).

cc: Steve Keto  
LEADS