


MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Lori Johnson, University Controller



SUBJECT: Travel Mileage Rate Changes

DATE: January 27, 2021

Effective January 19, 2021, the Office of State Budget and Management (OSBM) decreased the mileage reimbursement rate for official university business from 57.50 cents per mile to **56** 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 16 cents per mile for employees authorized in section 4.4.1 and 30 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.

The Controller's Office is in the process of reviewing additional budget manual changes from OSBM. These changes will be communicated to campus prior to the April 2021 effective date.

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