


**MEMORANDUM**

TO: Deans, Directors, and Department Heads

FROM: Lori Johnson   
University Controller

SUBJECT: Travel Mileage Rate Changes

DATE: January 10, 2022

Effective January 1, 2022, the Office of State Budget and Management (OSBM) increased the mileage reimbursement rate for official university business from 56 cents to **58.50** cents per mile.

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 18 cents per mile for employees authorized in section 4.4.1 and 32.50 cents per mile for employees authorized in section 4.4.2.

These changes will be updated in the Travel Center in Financials and The Travel Manual on the Controller's office website.

If you have any questions, please contact Kim Kelley at [khkelley@ncsu.edu](mailto:khkelley@ncsu.edu) or Terressa Yeakle Best at [tryeakle@ncsu.edu](mailto:tryeakle@ncsu.edu).

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