

January 2, 2008

MEMORANDUM

T0: Deans, Directors, and Department Heads

FROM: Cliff Flood, University Controller

SUBJECT: Travel Mileage Rate Change

Effective January 1, 2008, the Office of State Budget and Management increased the business standard mileage reimbursement rate from 48.5 cents per mile to 50.5 cents per mile when traveling on official university business. The business standard mileage rate (50.5 cents per mile) may be used when the round trip mileage does not exceed 100 miles or when a state-owned vehicle is not available.

Employees will still be reimbursed at a rate of 25 cents per mile when the employee chooses to use his/her own vehicle, the round trip mileage exceeds 100 miles, and a state-owned vehicle is available.

The travel mileage rate change has been updated in the Travel Web Application.

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

Cc: Ernest Murphrey
University Business Officers