

December 5, 2008

MEMORANDUM

T0: Deans, Directors, and Department Heads

FROM: Cliff Flood, University Controller

SUBJECT: Travel Mileage Rate Change

Effective January 1, 2009, the Office of State Budget and Management will decrease the mileage reimbursement rate for official university business from 58.5 cents per mile to 55 cents per mile when a state-owned vehicle is not available or when the round trip mileage does not exceed 100 miles.

Employees will still be reimbursed at a rate of 33 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.

The travel mileage rate change will be 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