

May 11, 2010

MEMORANDUM

T0: Deans, Directors and Department Heads

FROM: Cliff Flood, University Controller

SUBJECT: Travel Mileage Rate Change

Effective May 1, 2010, the Office of State Budget and Management decreased the mileage reimbursement rate for official university business from 33 cents per mile to 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.

Employees will still be reimbursed at a rate of 50 cents per mile when a state-owned vehicle is not available or when the roundtrip mileage does not exceed 100 miles.

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

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

Cc: Steve Keto
University Business Officers