

December 15, 2010

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Cliff Flood, University Controller

SUBJECT: Travel Mileage Rate Change

Effective January 1, 2011, the Office of State Budget and Management will increase the mileage reimbursement rate for official university business from 50 cents per mile to 51 cents per mile when a state-owned vehicle is not available or when the roundtrip mileage does not exceed 100 miles.

Employees will still be reimbursed at a rate of 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.

Mileage reimbursement rates for employees using courtesy/lease vehicles in accordance with Board of Trustees Pol. 05.15.3 “Non-Salary and Deferred Compensation” will increase from 16.5 cents per mile to 19 cents a mile for those employees authorized by the BOT Pol. 05.15.3, sec 4.4.1, and from 27 cents per mile to 29 cents a mile for those employees authorized by the BOT Pol. 05.15.3, sec 4.4.2.

More details on Travel Requirements for University Employees can be found on the [University Controller’s Travel Guidelines web site](#). See section 6 for mileage reimbursements and section 7 for Use of Courtesy/Lease Vehicles.

The travel mileage rate change will be 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