

**MEMORANDUM**

TO: Deans, Directors, and Department Heads

FROM: Fran Lawrence  
University Controller

Signed by:  
*Frances Lawrence*  
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SUBJECT: Travel Mileage Rate Changes

DATE: January 6, 2025

Effective January 1, 2025, the Office of State Budget and Management (OSBM) increased the travel mileage reimbursement rate for official university business from **67** cents to **70** 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 21 cents per mile for employees authorized in section 4.4.1 and 37 cents per mile for employees authorized in section 4.4.2.

These changes will be updated in the Travel Center in My Pack Portal as well as The Travel Manual on the Controller's office website.

If you have any questions, please contact Melissa Graham at [magraha4@ncsu.edu](mailto:magraha4@ncsu.edu) or Ruthie Fairbanks at [rdfairba@ncsu.edu](mailto:rdfairba@ncsu.edu).

cc: Dana R. Harris, Associate Vice Chancellor, Finance and University Treasurer