

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: David Price, University Controller 

SUBJECT: Travel Mileage Rate Change

DATE: January 13, 2017

Effective January 1, 2017, the Office of State Budget and Management decreased the mileage reimbursement rate for official university business from 54 cents per mile to 53.5 cents when the round trip mileage does not exceed 100 miles per day of travel.

If the round trip mileage exceeds 100 miles per day of travel, the employee will be reimbursed 53.5 cents per mile for 100 miles per day with any additional miles over 100 miles per day of travel reimbursed at 17 cents per mile.

Mileage reimbursement rates for employees using courtesy/lease vehicles in accordance with Board of Trustees Policy 05.15.3 "Non-Salary and Deferred Compensation" will be 17 cents per mile for employees authorized in section 4.4.1 and 28.5 cents per mile for employees authorized in section 4.4.2.

These changes will be updated in the Travel Center and Travel Guidelines - Travel Requirements for University Employees section on the Controller's Office website. If you have any questions, please contact Kim Kelley at 515-7132 or khkelley@ncsu.edu

cc: Mary Peloquin-Dodd, Associate Vice Chancellor, Finance and University Treasurer