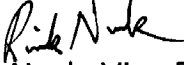


WAYNE STATE UNIVERSITY

Finance and Business Operations

To: All University Employees

From: 
Rick Nork, Vice President for Finance and Business Operations

Subject: **2013 Private Automobile Mileage Reimbursement Rate**

Date: November 28, 2012

The APPM Section 7.1, Travel and Transportation, indicates that the standard mileage rate for reimbursement for private automobile usage will be the same as the rate allowable by the Internal Revenue Service (IRS).

Periodically the IRS adjusts the standard mileage rates to reflect the changing cost of operating automobiles. As a result, effective January 1, 2013 the allowable IRS rate for mileage is 56.5 cents per mile (increased from 55.5 cents). Accordingly, effective January 1, 2013 the allowable reimbursement rate for University authorized mileage will be 56.5 cents.

RJN/ne

PLEASE PRINT AND POST THIS NOTICE IN YOUR DEPARTMENT