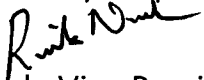




Finance and Facilities Management

To: All University Employees

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

Subject: **2011 Private Automobile Mileage Reimbursement Rate**

Date: January 14, 2011

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, 2011 the allowable IRS rate for mileage is 51.0 cents per mile (increased from 50.0 cents at the end of 2010). Accordingly, effective immediately, the allowable reimbursement rate for University authorized mileage will be 51.0 cents.

PLEASE PRINT AND POST THIS NOTICE IN YOUR DEPARTMENT